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SOUTH CAROLINA ARTS COMMISSION

The Guide To  
**G R A N T S,**  
**FELLOWSHIPS,**  
**AND SERVICES**

For Organizations And  
Professional Artists

This booklet contains details of General Support, Project Support, Fellowships, and Quarterly Grants of the South Carolina Arts Commission to which non-profit organizations and individual artists may apply.

Other Grant Programs of the Arts Investment Fund are also described in this booklet.

IMPORTANT: THESE GUIDELINES ARE NEW.  
PLEASE READ THEM CAREFULLY.

**FY: 96-97 (July 1, 1995 to June 30, 1997)**

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STATE DOCUMENTS

# APPLICATION CALENDAR

## FY:96 & FY:97

Category	Application Deadline	Grant Period
Artist Fellowship	September 15	July 1 - June 30
General Support	<b>October 15</b>	July 1 - June 30
Artist Project Support	<b>November 15</b>	July 1 - June 30
Organization Project Support	<b>November 15</b>	July 1 - June 30
<b>For Project Starting</b>		
Quarterly Grants*	November 15	January - March
(Organizations and	February 15	April - June
Individuals)	May 15	July - September
	August 15	October - December

Grant categories listed above, excluding Fellowships, use the standard SCAC Grant application form. A separate Fellowship application form is included in this book.

Additional SCAC Arts Investment Fund programs and deadlines are listed on page 6.

**\*NOTE:** Quarterly Grant applicants should begin using these guidelines and application forms as of the November 15, 1994 deadline.

### GRANT APPLICATION DEADLINES

Applications must be postmarked or hand-delivered by 5PM on or before the appropriate deadline. Application deadlines vary and are noted in program guidelines and Application Calendar. If deadline dates fall on a weekend or state holiday, the application deadline is automatically extended to the next state working day.

NOTE: Under unavoidable, extenuating circumstances that may necessitate submitting an application after the appropriate deadline, an applicant must call or write the Commission well in advance of the deadline to request an extension. Extensions are granted solely at the discretion of the South Carolina Arts Commission.

### FAXED APPLICATIONS WILL NOT BE ACCEPTED



South Carolina Arts Commission is located at 1800 Gervais Street in Columbia, South Carolina. Office hours are 8:30 AM to 5:00 PM Monday through Friday. The office is closed weekends and state holidays. This building is accessible to persons with disabilities.

#### TDD Service

SCAC has a telecommunications device for the deaf (TDD). Call 734-8983 to access this service.

For additional information contact (our mailing or hand-delivered address):

**The South Carolina Arts Commission**  
 1800 Gervais Street  
 Columbia, South Carolina 29201  
 (803)734-8696

*The Guide to Grants, Fellowships, and Services for Organizations and Professional Artists*  
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# ABOUT THE SOUTH CAROLINA ARTS COMMISSION

## INTRODUCTION

The South Carolina Arts Commission (SCAC) was established in 1967 as an agency of state government to develop and implement a comprehensive statewide program to advance the arts in South Carolina, and assure their excellence. The Commission has resolved to direct its resources toward making the arts a part of the life experience of every SC citizen. Funding for the SCAC comes primarily from two sources. The largest part comes from State tax dollars, appropriated by the SC General Assembly. The second source of funding comes from the federal government through the National Endowment for the Arts (NEA). Additional support for Arts Commission projects is provided by community sponsors in the form of matching funds for Arts Commission grants.

## STRUCTURE

The Board of Commissioners is the governing body of the Commission, composed of nine volunteer citizens appointed at large for 3 year terms by the Governor and confirmed by the Senate for the purpose of guiding the development of the arts in our state. Commissioners are residents of South Carolina who are selected for their practice of, participation in, or support of the creative and interpretive arts. The Commissioners attend grant panel meetings and meet regularly to take action on funding and formulating policy and procedures for the Arts Commission. All Commission meetings are open to the public. All Commissioners are subject to the Ethics Act. Those currently serving as members of the Commission are (as of July 1994).

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## BOARD MEMBERS

Carl Blair, Chair - Greenville, Greenville County  
Millie Dent - Spartanburg, Spartanburg County  
Constance Flemming - Lexington, Lexington County  
Larry Lebby - Columbia, Richland County  
Linda Stern - Columbia, Richland County  
Frances Stogner - Summerville, Dorchester County  
Martha Vaughn - Greenville, Greenville County  
John Whitehead - Columbia, Richland County  
Pat Wilson - Columbia, Richland County

## COMMISSION EXECUTIVE STAFF

Suzette Surkamer, Executive Director  
Ken May, Assistant Deputy Director  
Robert Johnson, Accounting Manager  
Mary Teague, Human Resources Director  
Jayne Darke, Public Information Director  
Julia Jones, Director of Grants and Contract Services

## REGIONAL AND DISCIPLINE STRUCTURE

The South Carolina Arts Commission offers a wide range of expertise to artists, arts organizations, educators, and local communities throughout South Carolina. To provide more personalized and thorough assistance to constituents, SCAC has a regional/discipline coordinator staff structure. The coordinator staff



administers and directs the programs of the agency. Applicants are urged to contact the appropriate Commission staff well in advance of the application deadline to discuss their proposals. New applicants are encouraged to submit drafts of applications so staff can make suggestions before the application deadline. Every county is assigned to a regional arts coordinator (see listing below) who is available to aid local communities, groups, and individuals in various types of technical assistance. Art Discipline Program Directors are also available to artists and arts organizations for consultations.

Technical assistance is defined as support in such areas as:

- marketing and promotion
- funding resources
- exhibition of artwork
- conservation and care of collections
- performances
- block booking
- technical theatre requirements
- advising on board relations
- audience development
- complying with legal assurances
- cultural diversity issues
- facilitating meetings
- fund-raising
- forming community arts agencies
- general information on all SCAC programs
- information about selecting artists for conferences, workshops, demonstrations or residencies
- obtaining other funds, information and resources
- publicizing and promoting community art events
- related topics

## ARTS COORDINATORS

<b>Tom Bryan</b>	Program Director for Art in Public Places and Artist Roster; Regional Arts Coordinator for Abbeville, Aiken, Anderson, Edgefield, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, and Saluda Counties
<b>Marion Draine</b>	Program Director for Cultural Visions for Rural Communities and Special Projects; Regional Arts Coordinator for Beaufort, Colleton, Hampton, Jasper, Lexington, Richland, and Sumter Counties
<b>Jeanette Guinn</b>	Program Director for Presenting, Performing Arts Showcase, Dance on Tour and Special Projects; Regional Arts Coordinator for Calhoun, Cherokee, Clarendon, Fairfield, Greenville, Spartanburg, and York Counties
<b>Sara June Goldstein</b>	Program Director for Mobile Arts; Interim Program Director for Arts Education Initiatives, Interim Regional Arts Coordinator for Allendale, Chester, Georgetown, Kershaw, Lancaster, Orangeburg, and Williamsburg Counties
<b>Julia Jones</b>	Program Director for Fellowships, General Support/Project Support/Quarterly Grants; Arts Accessibility and Multicultural Arts; Regional Arts Coordinator for Berkeley, Charleston and Dorchester Counties
<b>Frank McNutt</b>	Program Director for Rural Arts; Regional Arts Coordinator for Chesterfield, Darlington, Dillon, Florence, Horry, Lee, Marion, and Marlboro Counties
<b>Harriett Green</b>	Program Director for Visual Arts, (State Art Collection, Exhibitions, Slide Registry and % for Art)



<b>Susan Leonard</b>	Director of Media Arts Center, (Media Arts Education, Southern Circuit, INDEPENDENT SPIRIT and Exhibitions, Southeastern Media Institute, NewView)
<b>Steve Lewis</b>	Program Director for Literary Arts, (SC Fiction Project, and Writers Forum)
<b>Vacant</b>	Program Director for Music, Theatre, Dance, Community Tour, New Works, Guest Choreographer/Director
<b>Lesley Williams</b>	Program Director for Folk Arts

#### **Assistant Arts Coordinators**

<b>Joyce Bibby</b>	Assistant Coordinator for Grants Office; Program/Regional Coordinator Support
<b>Felicia Smith</b>	Editor <i>Untitled</i> ; Program/Regional Coordinator Support; Temporary Regional Arts Coordinator for Barnwell and Bamberg Counties
<b>Mitzi Swisher</b>	Manager for Southeastern Media Institute and NewView; Assistant Coordinator for Media Arts Center
<b>Charles Webb</b>	Equipment Manager for Media Arts Center and program support

### **GRANT WORKSHOPS:**

Grant Workshops are held across the state for those seeking general information about SCAC grant guidelines and application procedures. SCAC staff are available to discuss ideas, provide information on resources and answer questions which may arise during the preparation of an application.

The South Carolina Arts Commission invites organizations and artists to attend Grant Workshops to learn about SCAC grants, programs, and services. The workshops are conducted by SCAC staff and are designed to introduce participants to SCAC programs, services and opportunities.

### **WHO SHOULD ATTEND?**

Community leaders of nonprofit, tax-exempt organizations. Representatives of arts and cultural organizations, colleges and universities. Teachers and administrators. Arts professionals. Individual artists. Professionals working with special populations. Representatives of libraries, religious, civic and service organizations. Past sponsors of SCAC programs.

### **WHAT CAN I EXPECT TO LEARN?**

Program directors will discuss specific program goals and priorities, eligibility requirements, project dates and application deadlines, panel review process and review criteria, application forms and support materials, contracts and final reports.

Some organizations and individuals may benefit from individual consultations. Site visits by coordinator staff are available. Applicants are encouraged to call coordinator staff to discuss the purpose of the proposed visit. Call (803)734-8696.

### **INFORMATION SERVICES**

SCAC publishes the quarterly newspaper ARTIFACTS, which contains statewide and national information on the arts, and UNTITLED, which includes information on opportunities for individual artists in all disciplines. SCAC news releases, brochures, newsletters, annual reports and various other publications are available from the Public Information office.



## GOALS OF THE SC ARTS COMMISSION

The Arts Commission's goals and the State Arts Plan (1992-2002) objectives for the arts are listed below. The long-range plan was developed through a year-long extensive public planning process called "A Canvas of the People," which involved over 500 citizens. It will be updated periodically through the Commission's public planning process. Please contact the Arts Commission to receive a copy of the entire plan.

### ARTIST DEVELOPMENT

Encourage, nurture, and support the artistic growth and personal and economic well-being of South Carolina artists.

### ARTS EDUCATION

Establish the arts as an integral part of South Carolina's educational systems and the lifelong learning process of our citizens.

### COMMUNITY DEVELOPMENT

Stimulate the development of South Carolina's culturally-diverse arts resources and organizations and promote creative partnerships to improve the quality of our lives, preserve our cultural heritage, and enhance our economic growth.

### SC'S STATE ARTS PLAN (1992 - 2002)

The 1992 "Canvas of the People" identified 25 priorities (objectives) for the state that should be met, ideally, over the next 10 years. These objectives have been classified into seven categories: Artist Development, Arts Education, Community Arts Development, Cultural Diversity, Audience Development, Communication/Networking/Information, and Leadership. The SCAC's annual plans and programs between 1992 and 2002 will be based on these policy objectives, as defined by the people of South Carolina who participated in the Canvas.

#### ARTIST DEVELOPMENT

- OBJECTIVE 1. Increase the number of opportunities for artists to publish, exhibit, distribute, and perform.
- OBJECTIVE 2. Nurture and promote South Carolina artists by developing opportunities to enhance and protect their creative work and launch their careers.
- OBJECTIVE 3. Improve the health, safety, and well-being of individual artists by providing them opportunities for medical and legal, and insurance services.
- OBJECTIVE 4. Support South Carolina presenters and directors of alternative sites, producing organizations, exhibition spaces, and appropriate retail outlets in their efforts to present and exhibit new works.
- OBJECTIVE 5. Support the creation of new works in all art forms, including collaborative cross-discipline efforts and experimental projects.

#### ARTS EDUCATION

- OBJECTIVE 6. Continue to work toward insuring that basic arts education is mandatory for all students from kindergarten through college in the fields of dance, music, theatre, visual arts/design/crafts, media, and literary arts.
- OBJECTIVE 7. Develop partnerships for arts education with such entities as schools, arts organizations, government agencies, businesses, not-for-profit groups, and individual artists.
- OBJECTIVE 8. Develop certification programs in each of the arts.



## **COMMUNITY DEVELOPMENT**

- OBJECTIVE 9. Increase awareness of the positive impact that the arts and culture have on economic development.
- OBJECTIVE 10. Make the arts a more vital component of economic development in South Carolina.
- OBJECTIVE 11. Promote more partnerships between business and the arts.
- OBJECTIVE 12. Ensure that every community provides culturally diverse arts experiences and arts education for all age groups.
- OBJECTIVE 13. Encourage and develop stable arts organizations that support and enable artistic expression and experiences.

## **CULTURAL DIVERSITY**

- OBJECTIVE 14. Encourage people and organizations that traditionally support the arts to be more inclusive about what is considered to be “art.”
- OBJECTIVE 15. Ensure that arts organizations in South Carolina reflect cultural and ethnic diversity in terms of board and committee composition, staffing, membership, programming, and audiences.
- OBJECTIVE 16. Document, preserve, and present culturally-diverse art, both traditional and contemporary.

## **AUDIENCE DEVELOPMENT**

- OBJECTIVE 17. Encourage participation in the arts by special populations (including disabled, sick, incarcerated citizens, etc.), and make programs accessible to these groups.
- OBJECTIVE 18. Encourage the development of innovative marketing and programming approaches that address the changing demands of potential arts audiences.
- OBJECTIVE 19. Increase public understanding of the arts and the artistic process so as to enlarge arts audiences.

## **COMMUNICATION/NETWORKING/INFORMATION**

- OBJECTIVE 20. Provide for the exchange of more accurate, up-to-date information about the arts and issues affecting the arts.
- OBJECTIVE 21. Encourage and develop comprehensive arts coverage, dynamic arts criticism, and vigorous public dialogue.
- OBJECTIVE 22. Stimulate creative, collaborative networking and information exchange, and provide opportunities - both within and across discipline boundaries - for partnerships throughout the arts community and with related state, regional, and national groups and agencies.

## **LEADERSHIP**

- OBJECTIVE 23. Anticipate and influence future technological, economic, physical, social, political, and cultural changes that may affect the arts.
- OBJECTIVE 24. Influence public policy in support of the arts, and encourage continued support of the arts by federal, state, and local governments.
- OBJECTIVE 25. Strengthen South Carolina’s position as a regional and national leader in the arts.



# THE ARTS INVESTMENT FUND

The South Carolina Arts Commission has a number of funding programs that are referred to collectively as the Arts Investment Fund. The Arts Investment Fund supports artists, organizations, and programs throughout the state in specific areas, which include arts education, general operations and projects, community arts, performing tours, fellowships, rural arts and culturally diverse arts programming. In addition to the funding categories detailed in this book, a variety of other grant programs (listed below) are available.

**NOTE: Deadlines are subject to change. Call the Arts Commission for verification. For information, guidelines and application forms for these programs call (803)734-8696. (See order form, p. 55)**

## ART EDUCATION INITIATIVES

### Arts in the Basic Curriculum Advancement February 15

Provides grants and assistance designed to help the arts become part of the basic curriculum in South Carolina schools.

### Comprehensive Planning/Residency-Plus/Strategic Projects February 15

Provides grants to schools and organizations for planning, residencies, performances and special projects in educational settings.

## COMMUNITY ARTS AND ARTIST DEVELOPMENT

### Community Tour February 15

Provides fee support to presenters for performances in South Carolina by selected South Carolina performing ensembles/soloists.

Artists apply for selection on the Community Tour Roster. July 10

### Dance on Tour First Come - First Served

Provides technical assistance and travel subsidies to South Carolina dance presenters.

### Design Projects August 15

Provides grants to organizations for guidance and consultations in design planning, practices and theory, as it relates to quality of life, economic development and cultural planning.

### Design Planning November 15

Provides grants to government units and organizations for planning processes that involve design issues. February 15  
May 15  
August 15

### Fellowships (Guidelines and Application included in this book) September 15

Provides financial assistance of \$7,500 to literary, visual, craft, and performing music artists who show excellence in their work.

### Fiction Project May 31

Provides support in partnership with The Post & Courier Newspaper to publish works of short fiction.

### Folk Arts January 15

Provides grants to organizations for documentation, presentation, and promotion of folk artists and art forms.



**General Support** (Guidelines and Application included in this book,  
except for subgrants)

**October 15**

Provides grants to arts organizations and arts councils to assist continuing programs and general operating expenses.

**Guest Choreographer/Director**

**January 15**

Provides grants to South Carolina dance and theatre organizations to bring in guest choreographers/directors to set repertory.

**Multi-Cultural Grants**

**Quarterly – See Below**

Provides grants to multi-cultural artists and organizations to assist in their development through travel subsidies and on-site consultants. Also provides grants to mainstream organizations to address multi-cultural needs.

**New Works**

**January 15**

Provides grants to South Carolina dance, theatre, and music organizations to commission new works.

**Project Support** (Guidelines and Application included in this book)

**November 15**

Provides grants to art organizations, and other organizations and professional artists to promote one specific quality arts project.

**Rural Arts**

**November 15**

Provides grants to organizations in order to encourage a partnership between local groups and the Commission to develop the arts in rural areas where there is little or no organized arts activity.

**February 15**

**May 1**

**August 15**

**Quarterly Grants** (Guidelines and Application included in this book)

**November 15**

Provides assistance for arts activities or pilot projects for professional or career development opportunities which may arise within the current fiscal year.

**February 15**

**May 15**

**August 15**

Some Counties may have subgrant sites that distribute quarterly grants. Subgrant sites may have different quarterly deadlines.

SCAC has other programs which provide technical assistance and services. (See p. 55 to order additional information or call the SCAC, 734-8696)

Approved Artist Roster

Art in Public Places

Arts Accessibility

Business and the Arts

Cultural Visions for Rural Communities

Economic Development

Exhibitions

Local Government

Mobile Art Studios

NewView

Special Projects

Tourism

Verner Awards

Media Arts Center

Percent for Art

Slide Registry

Southern Circuit

State Art Collection

Writers Forum

Showcase

Southeastern Media Institute



This chart is intended for quick reference to help you find the programs that may offer grant support for your arts related projects and activities. All programs indicated may not be applicable to your organization or project. There are restrictions that may limit the number of programs under which you may apply, the number of applications you may submit or the maximum amount that you may request. Consult program guidelines and staff to determine which programs are most applicable to your organization or project.

TYPE OF APPLICANT	FUNDING PROGRAMS													
	Arts Education Incentives	Design Arts	Folk Arts	Multi-Cultural	Rural Arts	Community Tour	Dance on Tour	Fellowships	New Works	Guest Choreographer/ Director	General Support Grants	Project Support Grants	Quarterly Grants	Subgrants
Individual Artists				●		●		●				●	●	
Individual Teachers			●											
Schools, K-12	●		●			●								
Colleges & Universities	●		●			●	●		●	●		●	●	
Public Libraries	●		●			●						●	●	
Local Arts Councils	●	●	●	●	●	●					●	●	●	●
Local, County or State Government Units	●	●	●		●	●						●	●	
Arts Producing Organizations*	●		●	●		●			●	●	●	●	●	
Community Theatres	●		●	●		●			●	●	●	●	●	
Galleries, Art Museums	●		●	●							●	●	●	
Historical Groups	●	●	●	●	●							●	●	
Civic Ballets, Choruses & Bands	●		●	●		●			●	●	●	●	●	
Arts Service Organizations			●	●		●					●	●	●	
Presenters of Performing & Visual Arts Events	●		●	●		●	●				●	●	●	
Community Service Organizations	●	●	●	●	●	●						●	●	
Chambers of Commerce	●	●	●	●	●	●						●	●	
Small/Independent Presses			●								●	●	●	
Public Radio & Television Stations			●									●	●	
Other Non-profit Organizations	●	●	●			●					●	●	●	
Fairs and Festivals			●	●		●					●	●	●	

\*\* Dance Presenters Only.



## RESOURCES

The SCAC works in conjunction with several regional and national groups to provide programs and services.

Those groups include:

### **National Endowment for the Arts (NEA):**

This is the federal funding agency for the arts. In FY93, SCAC is receiving approximately % of its budget from the NEA, which is used to fund SCAC programs. SCAC maintains a file of NEA Guidelines. Many South Carolina arts organizations receive grants directly from the NEA. In FY92, South Carolina artists and arts organizations received approximately \$2 million in federal arts support from the NEA. For additional information write to: National Endowment for the Arts, 1100 Pennsylvania Avenue NW, Washington, DC 20506. Phone: (202)682-5400.

### **Southern Arts Federation (SAF):**

The Southern Arts Federation is a nonprofit agency founded in 1975 to nurture and promote the arts in this region across state boundaries and across artistic disciplines. The Federation works closely with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Tennessee and South Carolina. SAF is governed by a board of directors made up of the chairpersons and directors of its member state art agencies and at-large members. The organization's four priorities are: Arts Education, Multiculturalism, Underserved Communities, and Indigenous Southern Arts. As an active member of SAF, SCAC is supportive of its programs and activities and urges SC artists and arts organizations to become familiar with SAF. For more information, contact: SAF, 1293 Peachtree Street NE, Suite 500, Atlanta, Georgia 30309. Phone: (404)874-7244.

### **American Council for the Arts (ACA)**

The ACA, whose mission is to define issues and promote public policies that advance the contributions of the arts and the artist to American life, consists of more than 2,500 members including individual artists, state and regional arts councils, arts educators, arts administrators, and policy-makers and patrons of the arts. For more information, contact ACA, 1295 Avenue of the Americans, Floor 3, New York, New York 10019. Phone: (212)245-4510.

### **National Assembly of State Arts Agencies (NASAA):**

SCAC membership in NASAA provides national networking and guidance for the staff. NASAA also provides and supports leadership in advocacy and information sharing at the state level for state arts agencies. Contact: NASAA, 1010 Vermont Avenue NW, Suite 920, Washington, DC 20005. Phone: (202) 347-6352.

### **National Assembly of Local Arts Agencies (NALAA):**

This is a national organization for arts board members and volunteers, individuals and organizations at the community level. NALAA provides leadership and assistance through professional development information and publications, national arts policy development and public awareness development for local arts agencies and community arts councils. Contact: NALAA, 1420 K Street NW, Suite 204, Washington, DC 20005. Phone: (202)371-2830.

### **Appalshop**

This independent media production/service organization is sponsor of the Southeast Media Fellowship program which offers grants for new works and works-in-progress to southeastern film and videomakers, in conjunction with equipment access grants awarded for use of equipment and facilities through the SC Arts Commission's regional Media Arts Center. For more information, contact: Appalshop, Whitesburg, Kentucky 41858. Phone: (606)633-0108.



## **Alternate Roots**

This southeastern membership organization supports the creation and presentation of original performing art that is rooted in a particular community of place, tradition or spirit. Alternate Roots provides artistic assistance, touring subsidies, regional events, a community/artist partnership program, and publishes newsletters and bulletins. It also sponsors Alternative Visions, which awards funds to individual artists in 5 southern states to support new interdisciplinary projects. For more information, contact: Alternate Roots, 1083 Austin Avenue, N.E., Atlanta, Georgia 30307. Phone: (404)577-1079.



# GENERAL GRANTS INFORMATION

The South Carolina Arts Commission encourages grant applications in all disciplines. Awards are made on merit and not on established budget quotas for each art discipline. Similarly there are no geographic per capita grant fund allocations. The Commission seeks to assist artistically excellent programs and projects in all areas of the state.

## WHO MAY APPLY

### Organizations:

To be eligible for a grant an arts organization must meet the following general eligibility requirements:

1. Be chartered in South Carolina as a non-profit organization.
2. Have a Federal Employer Identification Number.
3. Be exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code as an organization to which donations are allowable as a charitable contribution under Section 170 (c) of the IRS Code of 1954 as amended.

OR

4. Be a unit or subdivision of government.

### Fiscal Agents:

Non-profit organizations that do not have 501(c)3 tax-exempt status must apply through another organization which is 501(c)3 tax-exempt and otherwise eligible to apply. The eligible organization is called the fiscal agent for the application.

Typically, fiscal agents are arts councils, government agencies, civic organizations, etc.

The fiscal agent becomes the legal applicant of record, redistributes the funds to the intended recipient (or benefiting organization) and is entirely responsible for all published requirements of the grant program. This includes contracts, revised budgets, fiscal records and reports. An organization which serves as a fiscal agent should not include its own organizational budget and activities in the benefiting organization application. Organizations seeking a fiscal agent may contact SCAC staff for possible recommendations.

SCAC requires that a fiscal agent enter into a formal agreement with the benefiting organization implementing the project which outlines the working relationship and responsibilities of both parties. A letter of agreement must be submitted with the benefiting organization's application. **Organizations applying through a fiscal agent may not apply for more than \$10,000.**

### Individual Artists :

To be eligible for a grant an individual artist must meet the following general eligibility requirements:

- Must be 18 years of age or older at the time of application;
- May not be enrolled as a full-time undergraduate student at the time of application or during the grant period;
- Must maintain a permanent residence in South Carolina for a minimum of six (6) months prior to the application deadline and during the grant period.

## WHAT TYPE OF ORGANIZATIONS AND INDIVIDUALS CAN APPLY

Art Organizations  
Local Arts Councils/Agencies  
Local Governments  
Community and Civic Organizations  
Individual Artists



**NOTE:** Colleges and universities may apply for SCAC funding when the general public is involved in the planning and implementation of the project and when public attendance is sought in significant numbers.

## MATCHING FUNDS REQUIREMENTS

All grants must be matched at least dollar for dollar (1:1, 2:1, 3:1), except for Artist Fellowships. Applicants should note specific matching requirements under the headings "General Support," "Project Support," and "Quarterly Grants."

Cash represents a grantee's cash outlay including contributions to the grantee from other sources. All cash contributions are allowable as part of the grantee's match, except grants from other SCAC sources. Generally, administrative costs may be used as a portion of cash match for grant-supported activities, projects, or services.

Consult the descriptions of each category for specific funding amounts and additional matching requirements. **Grant requests for less than \$1,000 will not be considered except in quarterly grants.** Contact Commission staff for additional information.

## CASH

In addition to actual cash expenditures and cash income, the Commission will allow professionals' time, goods and services (printing, utilities, telephone, etc.) allocated toward the project for which a fee would **normally** be paid (though no currency exchanges hands) as a part of the cash match. Documentation in the form of accounting records, receipts and invoices for such allocations must augment fiscal records and are subject to audit.

## ACCOMMODATIONS TAX

The Commission encourages the use of Accommodations Tax funds from local governments as a matching source for grant programs or projects.

## PUBLIC INFORMATION

All applicants become part of a public process, and the fact of their application, along with some information included in their applications, become part of the public record and is, therefore, public information.



Please read the Legal Assurances carefully. In the event a grant is awarded these assurances become part of the legal binding contract between the applicant and the South Carolina Arts Commission.

## LEGAL ASSURANCE OF COMPLIANCE

Grants made by the South Carolina Arts Commission are subject to the conditions and requirements listed below. These conditions are stipulated by federal law, state law and South Carolina Arts Commission policy. Grant recipients are required by law to comply with these requirements. If you have any questions about these requirements, contact the Commission.

**Title VI of the Civil Rights Act of 1964** provides that: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (Section 601).

**Title IX of the Education Amendments of 1972** provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

**The Age Discrimination Act of 1975** provides that: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

## PEOPLE WITH DISABILITIES

Grantees will be required to be in compliance with both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

**Section 504** provides that: No otherwise qualified person with a disability in the United States, shall, solely by reason of his or her disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

**The Americans with Disabilities Act** extends the protections of the Civil Rights Act of 1964 by: 1) prohibiting discrimination in employment based on disability; 2) requiring places of public accommodation (including arts organizations) to be accessible to people with disabilities; 3) mandating gradual replacement of buses and railroad cars with equipment that can accommodate people with disabilities; and 4) making telephone services available to people with hearing and speech impairments.

## DRUG FREE WORKPLACE

**The Drug Free Workplace Act of 1988** requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the grantee's workplace or work site.

## FAIR LABOR STANDARDS ACT

All professional performers, artists, related and supporting personnel employed on projects or productions which are financed in whole or in part under the grant will be paid not less than the minimum compensation as determined by the Secretary of Labor in Parts 3, 5, 505 of Title 29 of the Code of Federal Regulations. No part of any project shall be performed or engaged in under working conditions which are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in the project.

It is the applicant's responsibility to sign assurance forms which state that their organization and project comply with all other South Carolina Arts Commission terms and conditions printed in GUIDE TO GRANTS, FELLOWSHIPS AND SERVICES and all regulations of the National Endowment for the Arts pursuant to these federal acts.



## REMINDERS

These guidelines have been revised. Please read them carefully.

Mail all grant applications to the GRANTS OFFICE.

Definition of grant categories.

Deadlines have changed.

Application Forms. (One per category must be submitted)

Grant applications are subject to the provisions of the "Americans with Disabilities Act of 1990." All facilities to be utilized for programs and public activities by applicants should be evaluated for compliance.

Number of copies of the application required to submit.

Major Grantees (arts organizations receiving grants over \$1,000) are eligible for professional development assistance through Quarterly Grants.

Self selection of Review Panels by applicants.

Review process. Many panelists reviewing applications will be from out-of-state.

Performance tapes are required from all performing arts groups and individual performing artists.

Application rules and procedures must be followed. Do not assume that something which was accepted in past years will be accepted this year. Do not assume that Arts Commission Staff will request missing materials from incomplete applications or ask applicants to correct errors in their applications.



# APPLICATION INSTRUCTIONS

## INTRODUCTION

The South Carolina Arts Commission works with artists, arts institutions, and organizations, schools, and the citizens of South Carolina in developing ongoing projects which support and promote the development of the arts. The Commission receives applications requesting financial assistance and awards grants in support of quality arts projects.

The General Support, Project Support and Fellowships descriptions in this book outline the types of categories and eligibility for financial support for Fiscal Years 1995-96 and 1996-97.

Read the following descriptions carefully and consult each category for specific eligibility requirements. If you are unsure about any eligibility requirements contact SCAC staff for clarification.

## READ THE FOLLOWING CATEGORY DESCRIPTIONS CAREFULLY IN ORDER TO DETERMINE IN WHICH CATEGORY YOUR GRANT PROPOSAL FALLS

Grants from the Arts Commission should be considered supplementary to the budget of any applicant. The Commission encourages applicants to seek other funding sources and to develop diversified financial support.

Grant requests should reflect genuine need for the proposed activities. Applicants should carefully assess their own local needs and resources and apply accordingly.

The SCAC Grants Programs are highly competitive. **In FY94 the South Carolina Arts Commission was able to fund only 35% of the total funds requested in the general support/project support categories.** An award for the current year does not guarantee an award for the following year(s).



## APPLICATION SUBMISSION SUGGESTIONS

All applicants are encouraged to contact Commission staff if they have questions about the Grant Guidelines and the application process.

- Complete the application well in advance of the deadline.
- Complete all sections of the application form.
- All applications must be typed.
- Be clear, concise, and limit your project summary to fit within the space allowed.
- Do not use reduced type on the application.
- Do not alter the application form or exceed the spaces provided unless directions specifically permit attachments.
- Most errors are made due to lack of proofreading, checking for inclusion of required material and checking of arithmetic on the budget form. Application copies will be sent to review panels as submitted.
- Applicants should choose the panel most appropriate, and which best fits the mission for the grant proposal being submitted for review.
- Check all copies for completeness.
- Keep a copy of your application for future reference.
- Secure all pages of the application copies with the first page of the original being the cover page/checklist followed by the application form. Do not use hard-sided 3-ring binders, folders, or bind the application or copies in any way other than staples, binder clips, or paper clips.
- Keep the Commission informed of any changes in your contact person, address, phone number or pertinent applicant information.
- Support material should be concise but informative. Keep the “bulk” of the application to a minimum. Inclusion of excessive materials does not allow time for a thorough review of all materials submitted.
- Label all attachments and support material with a heading describing the material (e.g. “Organization’s History”).

## SUPPORT MATERIAL

Applicants must submit supporting materials as required by category guidelines.

Review panels rely heavily on supporting materials in evaluating applications for funding. Panelists base their decisions on the material included in your application packet. Therefore, it is essential to send only the highest quality materials that best represent the work under review. Applicants should submit work which is relevant to the application and has been completed in the last three years. All audio and visual tapes should be cued to the section you wish reviewed.

Be sure to include a self-addressed, stamped envelope if you would like audio or video tapes, slides, films, manuscripts or musical scores returned.

**NOTE:** Original works of art will not be accepted.

### Suggested Support Material Includes:

- Letters from participating artists and/or organizations to verify support for the proposal.
- Samples of recent reviews, programs, and brochures. Media reviews should be labeled with the name of the newspaper/magazine, the name of the reviewer, and the date of the review.
- Listings of the types of services that indicate levels of community involvement and support.
- Additional support materials as requested, or as deemed necessary by the applicant, to explain the proposal.



**CATEGORY:**

## ARTIST FELLOWSHIPS

**DEFINITION:**

To recognize and award the artistic achievements of six individual artists annually, in the following disciplines: Visual Arts (2); Crafts (1); Literature (2) (one in poetry, one in prose); Music Performance (1).

**APPLICANT TYPE:**

**PROFESSIONAL ARTISTS**

**ELIGIBILITY:**

An individual applying for a fellowship must:

1. Maintain a permanent residence in South Carolina for 6 months prior to the application date and throughout the fellowship period;
2. Must NOT be a degree seeking, full-time undergraduate student during the grant period.

**NOTE:** Previous Fellows are not eligible for a Fellowship for five years, and an artist may not receive a Fellowship and a Project Grant or a Quarterly Grant in the same year.

**AWARD AMOUNT:**

**\$7,500**

**REQUIRED MATCH:**

**NONE**

**APPLICATION**

**DEADLINE:**

**September 15**

**GRANT PERIOD:**

**July 1 - June 30**

**REQUIRED**

**APPLICATION**

**MATERIALS:**

1. One signed and completed, original, fellowship grant application form.
2. Support materials for the appropriate discipline (listed below).

**NOTE:** All support materials (slides, writing samples, compositions performed) must be listed and described in the space provided on the application form. Support materials should demonstrate the range of the artist's ability and should be of the highest possible quality. Materials sent without return postage will be discarded 90 days after announcement of awards.

*Visual Arts and Crafts*

Applicants may submit one request only. You may not apply for Visual Arts and Crafts.

Ten plastic or paper-mounted 35mm slides in a plastic sleeve. Each slide must be labeled at the top with the artist's social security number only and the dimensions of the artwork. No names! The sleeve must be labeled in the same way.

If support materials are to be returned, a stamped, self-addressed envelope must be enclosed.

*Literature*

Not more than 20 pages of writing. Work must be collated and stapled, and pages must be numbered (3 copies). Writer's name and address must not appear anywhere on the work submitted. Indicate if work samples are published on application list. All work must be typed (double-spaced for prose) on 8 1/2" x 11" paper. Do not submit books, chapbooks, pamphlets, etc.

Manuscripts will not be returned after notification.



**CATEGORY:**

**ARTISTS FELLOWSHIPS (cont'd)**

*Music Performance (does not include composition)*

One audio cassette tape (minimum 15 minutes; maximum 30 minutes). The cassette must be labeled with contents of the tape and the artist's social security number only and must be cued to the appropriate starting point.

If support materials are to be returned, a stamped, self-addressed envelope must be enclosed.

**REVIEW CRITERIA:**

Fellowship applicants are reviewed anonymously by out-of-state panelists who make their judgments solely on the basis of artistic merit.

Panelists are identified after the winners are notified and announced.



**CATEGORY:****PROJECT SUPPORT - ARTISTS****DEFINITION:**

Assistance for one specific arts activity for professional development or career advancement.\*

**APPLICANT TYPE:****PROFESSIONAL ARTISTS****ELIGIBILITY:**

1. Maintain a permanent residence in South Carolina for six months prior to the date of application and throughout the grant period.
2. Must not be a degree-seeking, full-time undergraduate student during the grant period. Students are ineligible to apply if academic credit will be earned as a result of the proposed project.

**MAXIMUM FUNDING AMOUNTS:**

Up to \$7,500

**REQUIRED MATCH:**

1:1 (Applicant: South Carolina Arts Commission)

Up to one half of the cash match (i.e., 25% of the total project budget) may be accounted for by the cash value of the artist's creative time. If time is used as match, the applicant must demonstrate how its value has been calculated (e.g., established professional rates; market value of work produced; value of release time from other employment, etc.).

**APPLICATION****DEADLINE:**

November 15

**GRANT PERIOD:**

July 1 - June 30

NOTE: Media artists may apply for a two-year grant cycle for production projects and may request up to \$7,500 for each year of the cycle. Second-year funding will be contingent upon satisfactory completion of the projected first year's activities and will be subject to the availability of funds. Call the Arts Commission if you are interested in a two-year grant. Applicants must submit budgets for both years.

**REQUIRED APPLICATION MATERIALS:**

1. An original completed and signed standard grant application form, plus one copy.
2. A narrative, not to exceed three pages, that answers the following questions:

**OUTCOME:**

- a. What do you plan to accomplish? What will be the outcome of the project?

**PROCESS:**

- b. What will be your process? (Describe the method and/or series of activities.)

**TIMELINE:**

- c. When and where will the project take place?

**OTHER ARTISTS:**

- d. Will other artists and arts professionals be involved in the project? If so, who will they be and what roles will they play in the project?

\*Project grants are given to help pay actual project costs. Ordinary living expenses during the project are not eligible costs. Grant funds cannot be used to pay for creative time, but 1/2 of the match may be accounted for by creative time as listed above.



**CATEGORY: PROJECT SUPPORT - ARTISTS (con't)**

**PROFESSIONAL DEVELOPMENT:**

- e. How will the project contribute to your professional development or advance your career?

Each item in the Narrative should be identified by the appropriate letter and capitalized topic heading (i.e. A. OUTCOME; B. PROCESS).

3. A detailed project budget, showing expenses and income by source. Applicants must show how value of creative time was calculated, if applicable.
4. Your resume and resumes of other key participants in the project, if applicable.
5. Examples of your work and the work of other participating artists, if applicable, in one of the following formats;

- One set of slides (limit 10).
- One 15-minute (or less) audio or video cassette tape (3/4" or 1/2" VHS) of a recent performance, excerpts or sample of work. Tapes must be cued to the appropriate starting point.
- Samples or excerpts of poems, short stories, novels, screenplays/script treatments, or musical manuscripts (limit 15 pages).

All slides, tapes, writing samples, etc., must be identified with the artist's name; title of the work; medium/process; date of work; dimensions, duration or number of pages.

If work samples are to be returned, a stamped, self-addressed envelope must be enclosed.

All written materials must be typed on 8-1/2" x 11" paper in a standard, legible type face with reasonable margins.

**REVIEW CRITERIA:** Panels in appropriate disciplines review and evaluate applications on the basis of:

**Points:**

- Artistic quality of the submitted work samples; (0 - 30)
- Qualifications of the applicant artist and other key personnel to undertake the proposed project; (0 - 15)
- Appropriateness and feasibility of the proposed project activities; (0 - 20)
- Appropriateness and feasibility of the proposed budget; (0 - 15)
- Extent to which the project will contribute to the professional development or career advancement of the applicant. (0 - 20)

Application materials must provide sufficient information by which the panel can judge each of the above criteria. **Applicants should not assume that panelists will have any prior knowledge of their work or reputation.**



**CATEGORY:****QUARTERLY GRANTS - INDIVIDUALS****DEFINITION:**

Assistance for pilot projects for professional development or career development which may arise within the current fiscal year. \*

**APPLICANT TYPE:****PROFESSIONAL ARTISTS****ELIGIBILITY:**

1. Maintain a permanent residence in South Carolina for six months prior to the date of application and throughout the grant period.
2. Must not be a degree-seeking, full-time undergraduate student during the grant period. Students are ineligible to apply if academic credit will be earned as a result of the proposed project.

**NOTE:** In some counties, quarterly grants are administered by the local arts council. Before applying to the Commission for a quarterly grant, the applicant should contact the local arts council or the Arts Commission's Regional Arts Coordinator to determine the appropriate funding source.

*Current Subgrant Sites:*

Arts Council of Spartanburg	Horry Cultural Arts Council
Arts Council of Northern Beaufort County	Lancaster County Council of Arts
Charleston Area Arts Council	McCormick Arts Council for Abbeville, Edgefield and McCormick Counties
Chester County Arts Council	Metropolitan Arts Council, Greenville
Cultural Council of Hilton Head	Orangeburg Arts Council
Cultural Council of Richland/Lexington Counties	Rock Hill Arts Council
Florence Area Arts Council	Sumter County Cultural Commission
Georgetown County Arts Commission	

The Arts Commission will not review or fund quarterly grant applications from a county that has a subgranting arts council. If, however, the proposed project will serve a statewide constituency, an application may be submitted directly to the Arts Commission.

Applicants may apply for quarterly grants at any deadline listed below, but may only receive two quarterly grants per fiscal year. **Some subgrant sites may have different deadlines.**

**MAXIMUM FUNDING AMOUNTS:**

Up to **\$1,000**

**REQUIRED MATCH:**

1:1 (Applicant: South Carolina Arts Commission)

Up to 1/2 of the cash match may be accounted for by the cash value of the artist's time. If time is used as match, the applicant must demonstrate how its value has been calculated (e.g. established professional rates, market value of work produced, value of release time from other employment, etc.).

**APPLICATION DEADLINE:**

For Project Starting:

July - September  
October - December  
January - March  
April - June

Application Deadlines:

May 15  
August 15  
November 15  
February 15

**GRANT PERIOD:**

July 1 - June 30

\* Project grants are given to help pay actual project costs. Ordinary living expenses during the project are not eligible costs. Grant funds cannot be used to pay for creative time, but 1/2 of the match may be used for creative time as listed above.



**CATEGORY: QUARTERLY GRANTS - INDIVIDUALS (cont'd)**

**REQUIRED  
APPLICATION  
MATERIALS:**

1. An original completed and signed standard grant application form, plus one copy.

2. A narrative, not to exceed 1-2 pages, that answers the following questions:

**OUTCOME:**

a. What do you plan to accomplish? What will be the outcome of the project?

**PROCESS:**

b. What will be your process? Describe the method and/or series of activities.

**TIMELINE:**

c. When and where will the project take place?

**OTHER ARTISTS:**

d. Will other artists and arts professionals be involved in the project? If so, who will they be and what roles will they play in the project?

**PROFESSIONAL DEVELOPMENT:**

e. How will the project contribute to your professional development or advance your career?

Each item in the Narrative should be identified by the appropriate letter and capitalized topic heading (i.e. A. OUTCOME; B. PROCESS).

3. A detailed project budget, showing expenses and income by source. Show how value of creative time was calculated, if applicable.

4. Your resume and resumes of other key participants in the project, if applicable.

5. Examples of your work and the work of other participating artists, if applicable, in one of the following formats:

- One set of slides (limit 10).
- One 15-minute or less audio or video cassette tape (3/4" or 1/2" VHS) of a recent performance, excerpts or sample of work. Tapes must be cued to the appropriate starting point.
- Samples or excerpts of poems, short stories, novels, screenplays/script treatments, or musical manuscripts (limit 15 pages).

All slides, tapes, writing samples, etc., must be identified with the artist's name; title of the work; medium/process; date of work; dimensions, duration or number of pages.



**CATEGORY:****QUARTERLY GRANTS - INDIVIDUALS (cont'd)**

If work samples are to be returned, a stamped, self-addressed envelope must be enclosed.

All written materials must be typed on 8-1/2" x 11" paper in a standard, legible type face with reasonable margins.

**REVIEW CRITERIA:** In-house panel reviews and evaluates applications on the basis of:

**Points:**

- Artistic quality of the work samples submitted; (0 - 5)
- Qualifications of the applicant artist and other key personnel to undertake the proposed project; (0 - 5)
- Appropriateness and feasibility of the proposed project activities; (0 - 5)
- Appropriateness and feasibility of the proposed budget; (0 - 5)
- Extent to which the project will contribute to the professional development or career advancement of the applicant. (0 - 5)

Application materials must provide sufficient information by which the staff can judge each of the above criteria. **Applicants should not assume that staff will have any prior knowledge of their work or reputation.**







**CATEGORY:****GENERAL SUPPORT****DEFINITION:**

Assistance for continuing programs and general operating expenses. This category was established to give general support to arts organizations that provide excellent and well managed cultural programming on a continuing basis to the citizens of South Carolina. Such support is designed to allow the organizations to continue, strengthen and expand current programs and art services that they annually produce and provide to their communities. This type of funding is broad in scope and can be used for a variety of arts programs, salaries, artist fees, supplies, and other operating expenses at the discretion of the organization within the eligibility and legal requirements defined in these guidelines.

**GENERAL SUPPORT** is offered to two types of applicants: 1) arts producing, presenting and discipline service organizations and 2) arts councils, agencies (see page 27). Applicants must follow the instructions appropriate to their organization types.

**SPECIAL NOTICE  
ON SUBGRANTING:**

Arts Councils are also eligible for Subgranting to artists and organizations in their counties. Guidelines and applications are available from the Arts Commission. **Deadline is November 15. Call 734-8696.**

**APPLICANT  
TYPE 1:****ARTS PRODUCING, PRESENTING, AND ARTS DISCIPLINE  
SERVICE ORGANIZATIONS.****ELIGIBILITY:**

1. Applicant must hold federal tax-exempt status or apply through a qualified fiscal agent.
2. Must be chartered in South Carolina as a non-profit organization.
3. Must have production or presentation of arts events or service to a particular arts discipline or artistic profession as its primary organizational mission.
4. Must have completed at least one full fiscal year in operation prior to application.
5. Must have successfully completed at least one South Carolina Arts Commission grant-funded project prior to application (e.g. Quarterly Grant, Project Support Grant, Arts in Education Grant).
6. Must not be a unit of a South Carolina state agency or institution.

**MAXIMUM FUNDING  
AMOUNTS:**

Based on total operating budget of the last completed fiscal year.

Budgets of **\$500,000** and above may request up to **\$40,000**.

Budgets of **\$100,000 - 499,999** may request up to **\$25,000**.

Budgets of **\$99,999** and below may request up to **\$10,000**.

**REQUIRED MATCH:**

3:1 (Applicant: SCAC) for budgets of \$100,000 and over

2:1 (Applicant: SCAC) for budgets under \$100,000

**APPLICATION  
DEADLINE:**

**October 15**

**GRANT PERIOD:**

July 1 - June 30

**TWO YEAR  
FUNDING CYCLE**

Applicants that have completed five full fiscal years in operation at the time of application may apply for a two-year funding cycle. Second-year grant awards will be the same as the first year, contingent upon satisfactory completion of the first year's activities, and subject to availability of funds. Applicants may choose this option in FY96 only.



**CATEGORY:****GENERAL SUPPORT (cont'd)**

A formal application is required for Year 1 (FY96) of the funding cycle. For Year 2 (FY97) the organization is required to file an update or interim report. The interim report form will be mailed to those organizations approved for two-year funding. The report must be postmarked by January 15, 1996. Support materials are not required for the interim report, but may be requested at the discretion of the Arts Commission. A final report for Year 1 must also be submitted.

**REQUIRED  
APPLICATION  
MATERIALS:**

1. An original completed and signed standard grant application form, plus 20 copies.
2. A Narrative (8 copies plus original) not to exceed 5 pages, that includes:
  - a. MISSION STATEMENT: The organization's official mission statement;
  - b. ORGANIZATION PROFILE: A brief outline of the history and current activities of the organization;
  - c. COMMUNITY PROFILE: A brief profile of the community and constituency that the organization serves (include population, ethnic composition, economic data, etc.);
  - d. GOALS, OBJECTIVES AND STRATEGIES: A summary of the organization's long-range goals (general), short-term objectives for the proposed grant period (specific, time-bound outcomes), and key strategies (methods/programs) by which these objectives will be achieved;
  - e. PLANNING: A brief description of how the plan was developed, including a schedule of planning activities and a list of key participants (individuals and/or groups) in the process;
  - f. EVALUATION: Current and proposed methods for evaluation of projects and programs.

Each item in the Narrative should be identified by the appropriate letter (a.-e.) and topic heading (e.g. MISSION STATEMENT, ORGANIZATION PROFILE, etc.).

3. Comprehensive operating budgets (including South Carolina Arts Commission funds) for the last completed fiscal year, the current year, and each year of the proposed grant period, showing expenses and income by source (8 copies plus original).
4. A list of all current and proposed staff positions, including names, titles, and brief functional descriptions (8 copies plus original). African American, American Indian, Asian or Hispanic should be indicated by an asterisk.
5. Brief resumes for principal artistic and administrative staff (8 copies plus original).
6. Schedules of programs, productions, exhibitions, or other major activities for the last, current, and proposed season (8 copies plus original).
7. For performing/producing/presenting arts organizations: one audio or video cassette tape (3/4" or 1/2" VHS) of a recent performance, or excerpts, with all selections clearly identified and all performances dated.



**CATEGORY:****GENERAL SUPPORT (cont'd)**

8. Current Board of Directors list with addresses (1 copy). Board members who are African American, American Indian, Asian, or Hispanic should be indicated by an asterisk.
9. A copy of IRS tax exemption letter for applicant organization (1 copy) . If a fiscal agent is used, a copy of the fiscal agent's tax exemption letter must be submitted.
10. The organization's by-laws (1 copy).

The application package must include an original set plus 8 complete, collated sets of items 1-6. Each item must be typed on 8 1/2" x 11" paper in a standard, legible type face with reasonable margins (single spaced, do not reduce type). Each collated set must include an application form, plus one copy of each required item for which "8 copies plus original" is indicated. The additional application forms must also be collated individually.

**REVIEW CRITERIA:** Panels in appropriate disciplines review and evaluate applications on the basis of:

**Points:**

- Artistic quality (producing and presenting organizations); (0 - 25)
- Quality of current and proposed programs and services; (0 - 25)
- Administrative capability and quality of programmatic and fiscal planning; (0 - 10)
- Qualifications of key artistic and administrative staff; (0 - 10)
- Extent to which programs and planning are responsive to and inclusive of the community and constituency, including quality of marketing strategies and efforts to extend programs and services to previously underserved groups (e.g. people of color, people with disabilities, rural populations, low-income families, etc.); (0 - 20)
- Appropriateness and effectiveness of methods of evaluation; (0 - 5)
- Clarity and completeness of the application and support materials. (0 - 5)

Application materials must provide sufficient information by which the panel can judge each of the above criteria. **Applicants should not assume that panelists will have any prior knowledge of their organization.**

**APPLICANT  
TYPE 2:****ARTS COUNCILS/AGENCIES THAT PROVIDE COMPRE-  
HENSIVE ART SERVICES FOR THE WHOLE COMMUNITY.****ELIGIBILITY:**

1. Applicant must hold federal tax-exempt status or apply through a qualified fiscal agent.
2. Must be chartered in South Carolina as a non-profit organization.
3. Must provide general, multidisciplinary arts programs and/or services as its primary mission, or be the primary provider of such services within a particular community or region.
4. Must not be a unit of a South Carolina state agency or institution.

**MAXIMUM FUNDING  
AMOUNTS:**

Based on total operating budget of the last completed fiscal year.



**CATEGORY:****GENERAL SUPPORT (cont'd)**

Budgets of **\$150,000** and above may request up to **\$30,000**.

Budgets of **\$75,000 - 149,999** may request up to **\$20,000**.

Budgets of **\$74,999 and below** may request up to **\$10,000**.

**REQUIRED****MATCH:**

3:1 (Applicant: South Carolina Arts Commission) for budgets of \$75,000 and over.

2:1 (Applicant: South Carolina Arts Commission) for budgets under \$75,000.

**APPLICATION****DEADLINE:**

**October 15**

**GRANT PERIOD:**

July 1 - June 30

**TWO YEAR****FUNDING CYCLE**

Applicants that have completed five full fiscal years in operation at the time of application may apply for a two-year funding cycle. Second-year grant awards will be the same as the first year, contingent upon satisfactory completion of the first year's activities, and subject to availability of funds.

A formal application is required for Year 1 (FY96) of the funding cycle. For Year 2 (FY97) the organization is required to file an update or interim report. The interim report form will be mailed to those organizations approved for two-year funding. The report must be postmarked by **January 15, 1996**. Support materials are not required for the interim report, but may be requested at the discretion of the Arts Commission. A final report for Year 1 must also be submitted.

**REQUIRED****APPLICATION****MATERIALS:**

1. An original completed and signed standard grant application form, plus 20 copies.
2. A Narrative (8 copies plus original) not to exceed 5 pages, that includes:
  - a. MISSION STATEMENT: The organization's mission statement;
  - b. ORGANIZATION PROFILE: A brief outline of the history and current activities of the organization;
  - c. COMMUNITY PROFILE: A brief profile of the community and constituency that the organization serves (include population, ethnic composition, economic data, etc.) and a description of the applicant's relationship with local government;
  - d. GOALS, OBJECTIVES AND STRATEGIES: A summary of the organization's long-range goals (general), short-term objectives for the proposed grant period (specific, time-bound outcomes), and key strategies (methods/programs) by which these objectives will be achieved;
  - e. PLANNING: A brief description of how the plan was developed, including a schedule of planning activities and a list of key participants (individuals and/or groups) in the process;
  - f. EVALUATION: Current and proposed methods for evaluation of projects and programs.

Each item in the narrative should be identified by the appropriate letter (a. - e.) and a brief topic heading (e.g. MISSION STATEMENT, ORGANIZATION PROFILE, COMMUNITY PROFILE, etc.).



CATEGORY:

GENERAL SUPPORT (cont'd)

- 3. Comprehensive operating budgets (including South Carolina Arts Commission funds) for the last completed fiscal year, the current year, and each year of the proposed grant period, showing expenses and income by source (8 copies plus original).
- 4. A list of all current and proposed staff positions, including names, titles, and brief functional descriptions (8 copies plus original). African American, American Indian, Asian or Hispanic should be indicated by an asterisk.
- 5. Resumes for principal staff (8 copies plus original).
- 6. Schedules of major programs and activities for the last, current, and proposed fiscal year (8 copies plus original).
- 7. Current Board of Directors list with addresses (1 copy). Board members who are African American, American Indian, Asian, or Hispanic should be indicated by an asterisk.
- 8. IRS tax exemption letter for applicant organization (1 copy). If a fiscal agent is used, the fiscal agent's tax exemption letter must be submitted.
- 9. The organization's by-laws (1 copy).

The application package must include an original set plus 8 complete, collated sets of items 1-6. Each item must be typed on 8 1/2" x 11" paper in a standard, legible type face with reasonable margins. (Single spaced, do not reduce type). Each collated set must include an application form, plus one copy of each required item for which "8 copies plus original" is indicated. The additional application forms must also be collated individually.

REVIEW CRITERIA:

Panels review and evaluate applications on the basis of:

	Points:
• Quality of current and proposed programs and services;	(0 - 30)
• Administrative capability and quality of planning;	(0 - 20)
• Qualifications of key artistic and administrative staff;	(0 - 10)
• Extent to which programs and planning are responsive to and inclusive of the community/constituency, including quality of efforts to extend services to previously underserved groups (e.g. people of color, people with disabilities, rural populations, low-income families, etc.);	(0 - 25)
• Appropriateness and effectiveness of methods of evaluation;	(0 - 10)
• Clarity and completeness of application.	(0 - 5)

Application materials must provide sufficient information by which the panel can judge each of the above criteria. **Applicants should not assume that panelists will have any prior knowledge of their organization.**







**CATEGORY:** **PROJECT SUPPORT - ORGANIZATIONS**

**DEFINITION:** Assistance for one specific arts activity, event, or series.

**APPLICANT TYPE:** **ARTS PRODUCING, PRESENTING, AND SERVICE ORGANIZATIONS AND OTHER (NON-ARTS) ORGANIZATIONS.**

- ELIGIBILITY:**
1. Applicant must hold federal tax-exempt status or apply through a qualified fiscal agent.
  2. Must be chartered in South Carolina as a non-profit organization or governmental agency.
  3. Organizations/Arts Councils/Agencies requesting General Support may not apply for Project Support.
  4. Colleges and universities that apply for Project Support may submit one application, per discipline, per department, per college, only.

**MAXIMUM FUNDING AMOUNTS:** up to **\$10,000**

- Applicant may submit *one* request only
- Generally, projects will not be funded for less than 50% of the request.

**REQUIRED MATCH:** 2:1 (Applicant: South Carolina Arts Commission)

**APPLICATION DEADLINE:** **November 15**

**GRANT PERIOD:** July 1 - June 30

**REQUIRED APPLICATION MATERIALS:**

1. An original completed and signed standard grant application form, plus 20 copies.
2. A project Narrative (8 copies plus original) not to exceed 3 pages that discusses:
  - a. The **PURPOSE AND BACKGROUND** of your organization, including experience relevant to the proposed project. For partnerships/collaborations, include information on all parties;
  - b. **NEED FOR THE PROJECT** What is the motivation for the project? Why is it important for your organization, your community, and/ or the state?, including information on how and by whom this need was identified;
  - c. **SPECIFIC OBJECTIVES** of the project. What are the measurable changes that will result from the project;
  - d. **SPECIFIC PROJECT ACTIVITIES** by which the objectives will be accomplished, including a project timeline, event, times and locations, persons responsible, project participants, and roles of partners (if applicable);
  - e. **METHODS OF EVALUATION** How will you measure or check the progress and results of the project? How will you determine which parts of the process worked and which didn't? How will you use your findings?

Each item in the narrative should be identified by the appropriate letter (a. - e.) and capitalized topic heading (e.g. **PURPOSE AND BACKGROUND**).



**CATEGORY:****PROJECT SUPPORT - ORGANIZATIONS (cont'd)**

3. A detailed project budget, showing expenses and income by source (8 copies plus original).
4. Brief resumes for principal artistic and administrative staff involved in the project (8 copies plus original).
5. For performing/producing/presenting arts organizations: one audio or video cassette tape (3/4" or 1/2" VHS) of a recent performance, or excerpts, with all selections clearly identified and all performances dated.
6. Current Board of Directors list with addresses (1 copy). Board members who are African American, American Indians, Asian, or Hispanic should be indicated by an asterisk.
7. IRS tax exemption letter for applicant organization (1 copy). If a fiscal agent is used, the fiscal agent's tax exemption letter must be submitted.
8. The organization's by-laws (1 copy).

The application package must include an original set plus complete, collated sets of items 1-4. Each item must be typed on 8 1/2" x 11" paper in a standard, legible type face with reasonable margins. Each collated set must include an application form, plus one copy of each required item for which "8 copies plus original" is indicated. The additional application forms must also be collated individually.

**REVIEW CRITERIA:**

Panels in appropriate disciplines review and evaluate applications on the basis of:

**Points:**

- Evidence that the applicant is artistically and administratively qualified to undertake the proposed project; (0 - 15)
- The extent to which the need for and importance of the project is demonstrated; (0 - 15)
- The significance of the proposed objectives and the extent to which objectives are appropriate and responsive to needs; (0 - 20)
- Appropriateness and feasibility of the proposed project activities; (0 - 25)
- Appropriateness and effectiveness of proposed methods of evaluation; (0 - 5)
- Appropriateness and feasibility of the proposed budget; (0 - 15)
- Quality of the application materials; (0 - 5)
- Creativity and innovation of concepts and methods. (0 - 5)

Application materials must provide sufficient information by which the panel can judge each of the above criteria. **Applicants should not assume that panelists will have any prior knowledge of their organization.**



**CATEGORY:****QUARTERLY GRANTS -ORGANIZATIONS****DEFINITION:**

Assistance for specific arts activity or professional development for artistic and managerial staff which may arise during the current fiscal year.

**APPLICANT TYPE:**

**ARTS PRODUCING, PRESENTING, AND SERVICE ORGANIZATIONS AND OTHER (NON-ARTS) ORGANIZATIONS AS WELL AS APPROPRIATE STAFF.**

**ELIGIBILITY:**

1. Applicant must hold federal tax-exempt status or apply through a qualified fiscal agent.
2. Must be chartered in South Carolina as a non-profit organization or governmental agency.
3. Funding available to arts organizations already receiving General Support and Project Support is for staff development only.

**NOTE:** In some counties, Quarterly Grants are administered by the local arts council. Before applying to the Commission for a quarterly grant, the applicant should contact the local arts council or the Arts Commission's Regional Arts Coordinator to determine the appropriate funding source.

*Current Subgrant Sites:*

Arts Council of Spartanburg	Horry Cultural Arts Council
Arts Council of Northern Beaufort County	Lancaster County Council of Arts
Charleston Area Arts Council	McCormick Arts Council for Abbeville, Edgefield and McCormick Counties
Chester County Arts Council	Metropolitan Arts Council, Greenville
Cultural Council of Hilton Head	Orangeburg Arts Council
Cultural Council of Richland/Lexington Counties	Rock Hill Arts Council
Florence Area Arts Council	Sumter County Cultural Commission
Georgetown County Arts Commission	

The Arts Commission will not review or fund quarterly grant applications from a county that has a subgranting arts council. If, however, the proposed project will serve a statewide constituency, an application may be submitted directly to the Arts Commission.

Local guidelines and deadlines may differ from those of the Arts Commission; therefore, it is critical that applicants in these areas consult with the local agencies prior to application.

Applicants may apply to the Arts Commission for quarterly grants at any deadline listed below, but may only receive two quarterly grants per fiscal year.

**MAXIMUM FUNDING AMOUNTS:**

Up to **\$1,000**

**REQUIRED MATCH:**

1:1 (Applicant: SCAC)

**APPLICATION****DEADLINE:**

For Project Starting:

July - September  
October - December  
January - March  
April - June

Application Deadlines:

May 15  
August 15  
November 15  
February 15



**CATEGORY: QUARTERLY GRANTS - ORGANIZATIONS (cont'd)**

**GRANT PERIOD:** July 1-June 30

**REQUIRED APPLICATION**

**MATERIALS:**

1. An original completed and signed standard grant application form, plus 5 collated copies.
2. A project Narrative (5 copies plus original) not to exceed 1-2 pages that discusses:
  - a. The **PURPOSE AND BACKGROUND** of your organization, including experience relevant to the proposed project. (For partnerships/ collaborations, include information on all parties);
  - b. **NEED FOR THE PROJECT**. What is the motivation for the project? Why is it important for your organization, your community and/ or the state?. Including information on how and by whom this need was identified;
  - c. **SPECIFIC OBJECTIVES** of the project. What are the measurable changes that will result from the project?;
  - d. **SPECIFIC PROJECT ACTIVITIES** by which the objectives will be accomplished, including a project timeline, event, times and locations, persons responsible, project participants, and roles of partners (if applicable);
  - e. **METHODS OF EVALUATION**. How will you measure or check the results of the project? How will you determine which parts of the process worked and which didn't? How will you use your findings?

Each item in the narrative should be identified by the appropriate letter (a.- e.) and capitalized topic heading (e.g. **PURPOSE AND BACKGROUND**).
3. A detailed project budget, showing expenses and income by source (5 copies plus original).
4. Brief resumes for principal artistic and administrative staff involved in the project (5 copies plus original).
5. For performing/producing/presenting arts organizations: one audio or video cassette tape (3/4" or 1/2" VHS) of a recent performance, or excerpts, with all selections clearly identified and all performances dated.
6. Current Board of Directors list with addresses (1 copy). Board members who are African American, American Indians, Asian, or Hispanic should be indicated by an asterisk.
7. IRS tax exemption letter for applicant organization (1 copy). If a fiscal agent is used, the fiscal agent's tax exemption letter must be submitted.
8. The organization's by-laws (1 copy).

The application package must include an original set plus complete, collated sets of items 1-4. Each item must be typed on 8 1/2" x 11" paper in a standard, legible type face with reasonable margins. Each collated set must include an application form, plus one copy of each required item for which "5 copies plus original" is indicated. The additional application forms must also be collated individually.



**CATEGORY: QUARTERLY GRANTS - ORGANIZATIONS (cont'd)**

**REVIEW CRITERIA:** In-house panel reviews and evaluates applications on the basis of:

	<b>Points:</b>
• Evidence that the applicant is artistically and administratively qualified to undertake the proposed project;	(0 - 5)
• The extent to which the need for and importance of the project is demonstrated;	(0 - 5)
• The significance of the proposed objectives and the extent to which objectives are appropriate and responsive to needs;	(0 - 5)
• Appropriateness and feasibility of the proposed project activities;	(0 - 5)
• Appropriateness and effectiveness of proposed methods of evaluation;	(0 - 5)
• Appropriateness and feasibility of the proposed budget;	(0 - 5)
• Quality of the application materials;	(0 - 5)
• Creativity and innovation of concepts and methods.	(0 - 5)

Application materials must provide sufficient information by which the staff can judge each of the above criteria. **Applicants should not assume that staff will have any prior knowledge of their organization.**



# USE OF FUNDS

## HOW SCAC FUNDS MAY BE SPENT

Commission funds are intended to support arts organizations and projects that reflect artistic excellence and events which are well-advertised and open to the public. Funding for artists is intended to support career advancement and professional development.

### The Commission will fund (Not inclusive):

Professional Consultants	Short-Term Installation
Media and Theatre Productions	Staff Salaries
Small Press Publications	Marketing Projects
Fundraising	Matching funds for SAF Touring
Career Advancement	New Works
Folk Arts	Staff Training
Challenge/Local Government Challenge	Endowment Development
Community Outreach	Professional Development and Study
Commissioning New Works	Ticket Subsidy
Design Arts	Expendable Supplies and Materials
Presentation of Individual Artists or Ensembles	Rental or Lease of Equipment
Art in Public Places	Subgranting (Arts Councils only)

### The Commission will not fund:

- Capital improvements and real property
- Support of the same project in more than one grant category or if funded by other Commission programs.
- Non-professional artists, students or student groups taking part in arts activities as instructors/performers.
- Performances and exhibitions which are not open to the general public.
- Non-arts museums (science and natural history) except arts personnel and arts projects sponsored by non-arts museums.
- Matching funds for one Commission grant may not be used as match for any other Commission grant, except for Southern Arts Federation Dance on Tour.
- Activities completed prior to the grant period.
- Tuition for degree programs.

## GENERAL REVIEW, APPROVAL AND NOTIFICATION PROCESS

- Memos are sent to applicants notifying them of receipt of their application.
- Information contained in applications is entered into the SCAC database.
- Commission staff reviews applications for eligibility, conformity to guidelines, budget, clarity of narrative, completeness, budget detail, required support material, accuracy, and compliance with grant requirements. The staff may request additional information, changes or legible copies, if needed.
- Eligible applications are sent to panelists for review prior to panel meetings.

## GRANT REVIEW PANELS

Panels, comprised of individuals knowledgeable in the arts, review grant applications and make funding recommendations to the Arts Commission Board.

The Panels, chaired by panel members, are comprised of arts administrators, artists, educators, and community leaders, as appropriate to the application being reviewed.

The Arts Commission annually solicits nominations for new members to serve on grant review panels. Panel members are solicited from South Carolina and other states. See p. 53 Nomination Form.



Nominees will be included in a Panel Pool\* compiled by the Arts Commission staff and submitted to the Board for approval.

Panels in appropriate disciplines review and evaluate applications on the basis of SCAC goals, objectives and specific criteria for evaluation listed in each category.

Every effort is made to assemble conflict free panels. Panelists are required to file a conflict of interest statement prior to panel service. If a panelist has a conflict with any application, the panelist must declare that conflict and refrain from discussion and evaluation of that application.

Panel evaluations and recommendations are submitted to Commission staff for review and presentation to the Commission Board for final decisions on grant awards.

### **Application Timeline for General Support and Project Support Grants**

Application Deadlines	October 15 - November 15
Panel Meetings	February
Board Decision	April
Notice of Preliminary Award	May
State Appropriation is Finalized	June
Contracts Issued Based on State Appropriation	July - August
Final Report Due	June 1

### **Application Timeline for Artist Fellowships**

Application Deadline	September 15
Panel Meetings	December
Board Decision	January
Notice of Award	February
Other Applicants Notified	March
Return Support Materials	April
Final Report	None Required

All applicants will receive written notice of SCAC funding decision, panel comments and a list of the panelists, as soon as possible after the decision is made.

The Commission is not obligated to fund any application or the entire amount requested by an applicant, and may fund only a portion of the amount requested.

**ALTHOUGH MOST GRANT CATEGORIES HAVE A GENERAL MAXIMUM FUNDING AMOUNT, MANY APPLICANTS WILL BE FUNDED AT LESS THAN THE MAXIMUM.**

**\*NOTE:** SCAC maintains a pool of qualified panelists. You can help us in an effort to respond to the needs of artists and applicant organizations in South Carolina by providing names of people you feel could most effectively represent your discipline in the panel review process. Panelists are selected from the panel pool on the basis of their artistic credentials, freedom from conflicts of interest, and geographic, ethnic, and gender representation. If you are interested in serving as a grants review panelist or would like to suggest someone to serve, please complete form and return to SCAC. Both in-state and out-of-state panelists will be selected. Nominations should be accompanied by resumes of nominees.

**NOTE:** Applications for Quarterly Grants are reviewed by staff and referred to the Executive Director for action. All applicants will receive written notice of SCAC funding award as soon as possible after each quarterly decision is made.







# AFTER THE GRANT AWARD

## GRANT CONTRACT

When a grant is approved, a contract specifying the terms of the grant is sent to the grant recipient. The Commission must receive a signed grant contract before any funds are disbursed. Contracts must be signed by the individual who can legally obligate the organization (Authorized Official). After the grantee agrees to the terms specified **NO CHANGES IN THE PROJECT SHALL OCCUR - in activities, personnel or budget - UNLESS APPROVED IN ADVANCE, IN WRITING, BY THE SOUTH CAROLINA ARTS COMMISSION.** The person who signs the contract agrees to uphold the conditions and is legally responsible for the compliances on page 13.

## PROJECT DATES

The period required to implement and complete the proposed activity must fall within the Commission's fiscal year (July 1 through June 30) unless an extension has been approved.

## GRANT REDUCTIONS

Because of unanticipated state revenue shortfalls, the Commission may be required, by the Budget and Control Board, to reduce the agency budget at any time during the year. It is possible that a required state agency budget cut could reduce award amounts in mid-year. The Commission, therefore, reserves the right to reduce award amounts commensurate with budget adjustments set forth by the Budget and Control Board.

## GRANT RECORDS

Accurate records of the project and expenditures must be kept for all activities related to the grant for a period of three years after the completion of the project. Financial records must be made available for audit upon request by the South Carolina Arts Commission and/or the National Endowment for the Arts.

## GRANT CANCELLATION

The Commission shall reserve the right to withhold, cancel, and request return of funds allocated to a grantee in the event the grantee does not meet specified reporting deadlines, or changes the project without prior Commission approval.

## GRANT REFUNDS

Any grant monies which remain unobligated and unspent at the end of the grant period must be refunded to the Arts Commission.

## GRANT PAYMENT (By Funding Options)

GENERAL SUPPORT AND PROJECT SUPPORT	50% upon receipt of signed contract. Remaining 50% upon receipt and approval of final report.
QUARTERLY GRANTS	50% upon receipt of signed contract. Remaining 50% upon receipt and approval of final report.
SUBGRANTING	100% upon receipt of signed contract.
FELLOWSHIPS	100% upon receipt of signed contract.



## CREDIT TO SCAC & NEA

Funds awarded by the Commission are public monies and therefore, an organization receiving funds or support for administrative or personnel expenses from the Commission must give appropriate credit to the South Carolina Arts Commission and the National Endowment for the Arts, in all advertising, news releases, printed materials, and promotion and publicity. This credit should be prominently positioned near the name of the sponsoring organization using the following wording: "THIS PROJECT IS FUNDED IN PART BY THE SOUTH CAROLINA ARTS COMMISSION WHICH RECEIVES SUPPORT FROM THE NATIONAL ENDOWMENT FOR THE ARTS."

Where no printed program for a funded project exists, grant recipients must make at least one public announcement during the activity giving credit to the South Carolina Arts Commission noting that the Commission receives support from the National Endowment for the Arts. Failure to provide appropriate credit may result in reduction or cancellation of grant funds.

## LEGISLATOR CONTACT

Grants Programs are funded primarily through state funds which are appropriated to the South Carolina Arts Commission by the General Assembly. It is important for grant recipients to express their appreciation to their appropriate legislators for such support.

On receiving notification of a grant award, grant recipients are responsible for informing their legislators of Commission funding. Unless the Commission specifies an exemption, the grant recipient is also responsible for inviting their legislators to all grants-sponsored events.

## FINANCIAL MANAGEMENT

A grantee shall use an accounting system that is in accordance with generally accepted accounting standards and principles including but not limited to the following:

- a) Accurate and complete disclosure of all financial grant activity in accordance with the SCAC reporting requirements.
- b) A system which clearly separates grant funds from other revenues and maintains records which identify the source and use of funds for grant supported activities.
- c) Supporting source documentation of all grant-related expenditures, such as letters of agreement, contracts, purchases orders, invoices, bills, etc.
- d) Grantees are required to keep financial records for a minimum of 3 years.

## AUDIT REQUIREMENTS

As required by the SC State Auditors Office, through the Single Audit Act of 1984, P.L. 98-502 and the National Endowment for the Arts, a federal agency, organizations receiving grants from the Commission totalling \$25,000 or more must submit an audited statement of the past year which is compatible with the provisions stipulated in Federal OMB Circular A-128 for state and local governments, and OMB Circular A-110 and A-133 for institutions of higher education, hospitals and other non-profit organizations. The audit must be submitted by an appropriate agency of the Commission, the State of South Carolina and/or the Federal Government or Independent Auditors. Other organizations receiving SCAC grants may be subject to agency audits of receipts and expenditures as they relate to grant funds.

## REPORTS

A final evaluation report with the financial and other documentation is required of all grant recipients. Final reports are due no later than thirty (30) days after the grant end date **or by June 1, whichever is earlier.**

If SCAC has not received a Final Report from the grantee within 30 days after the project end date, or by June 1, a letter will be mailed to the grantee notifying them that they are no longer eligible to receive SCAC funds until the Final Report is received.

**NOTE:** Since the State Fiscal Year begins July 1, all reports must be in by June 1.



## BAD DEBTS

Individuals and organizations who are in arrears to the Commission for previous debts will not be awarded grant funds.

## APPEALS PROCESS

An appeal process is available for applicants who believe they have not received fair consideration by the Commission. An appeal request, stating the reason for the appeal, must be submitted in writing to the Executive Director within 30 days of the date of the written notification from the Commission. An appeal may be granted solely at the discretion of the Board.

## Definitions of Budget Terms

### Expense

**Column 1 - "SCAC Grant Request"** is the amount required to complete the project after the Applicant Cash Match has been determined. It should be compared with the grant rates (21, 25, 50) required by the specific grant category under which the applicant is applying.

**Column 2 - Applicant Cash Match** is the amount of cash that the applicant plans to contribute to the project. It should be compared with the grant rates (21, 25, 50) required by the specific grant category under which the applicant is applying. Cash contributions may be included as a cash match for organizations.

**Column 3 - Total Cash Request** is the sum of the Applicant Cash Match (Column 2) and the SCAC Grant Request (Column 1).

**A. Personnel - Administrative** - Expenses for employee salaries, wages, and benefits specifically identified with the project, for the executive and program administrators, staff, program managers, managers, business managers, other support staff, and other personnel who are essential to the project and are not otherwise identified as personnel.

**B. Personnel - Artist** - Expenses for any other salaries, wages, and benefits specifically identified with the project, for artists, directors, writers, choreographers, dancers, musicians, photographers, videographers, painters, poets, authors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc. Individual artists may not request SCAC funds to pay themselves but may request for 12 of artists with 1 non-artist role.

**C. Personnel - Technical/Production** - Personnel for employee salaries, wages, and benefits specifically



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# GRANT APPLICATION KEY

- I. **Applicant/Organization (name, address, zip)** - Legal name of Applicant, Individual or Organization. If applying through fiscal agent enter Fiscal Agent Organization information here.  
**Contact Person** - The name and title of the person to contact for additional information about the application.  
**Phone** - The telephone number where applicant can be reached day and evening.  
**Benefiting Organization Information** - If organization is applying through a fiscal agent enter benefiting organization's name, address, zip, contact person and telephone number here.
- II. **Federal Employer Identification Number** - (Organizations) - Federal Employer Identification number of Applicant.  
**Social Security Number** (Individual) - Social Security number of Applicant.
- III. **Category Under which support is requested** - Check box which indicates the SCAC grant category under which support is requested. Check one year or two year for length of time support is requested, when applicable.
- IV. **Panel Selection** - Applicant should select which panel would be most appropriate to review application. Fellowship applicants should specify Literary, Visual, Crafts, or Music Performance.
- V. **Grant Request** - Grant amount requested from SCAC.  
**Applicant Match** - Applicant cash match must equal at least minimum amount required by grant category (e.g. A request in the artist project category of \$5,000 would require a match of at least \$5,000).
- VI. **Period of Support Requested** - The starting and ending dates for period of support requested. Must fall within specified dates for grant categories.
- VII. **Organization Operating Budget** - The total income and expenses of your organization's budget from the most recently completed fiscal year and the current fiscal year. Not applicable for individual artists.
- VIII. **Summary of Proposal** - Applicants should summarize what they are planning to do with the grant funds. This should be a concise, yet thorough outline of the project narrative. Applicants in the General Support category may simply list "General Support."
- IX. **Applicant was advised by** - If you have consulted with an Arts Commission staff person concerning this application, list that person's name here.
- X. **Summary of Detailed Project Budget** - This section is not applicable for general support. Applicants should summarize information from Detailed Project Budget here.

## Definitions of Budget Terms:

### Expenses-

**Column 1** - SCAC Grant Request is the amount required to complete the project after the applicant Cash Match has been determined. It should be congruent with the match ratio (1:1, 2:1, 3:1) required by the specific grant category under which the applicant is applying.

**Column 2** - Applicant Cash Match is the amount of cash that the applicant plans to contribute to the proposed project. It should be congruent with the match ratio (1:1, 2:1, 3:1) required by the specific grant category under which the applicant is applying. Capital expenditures may be included as cash match for organizations.

**Column 3** - Total Cash Expense is the sum total of the Applicant Cash Match (column 2 and the SCAC Grant Request (column 1).

- A.
    - **Personnel—Administrative** - Payments for employee salaries, wages, and benefits specifically identified with the project, for the executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.
    - **Personnel—Artist** - Payments for employee salaries, wages, and benefits specifically identified with the project, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc. Individual artists may not request SCAC funds to pay themselves but may account for 1/2 of match with firms creative time.
    - **Personnel—Technical/Production** - Payments for employee salaries, wages and benefits specifically
-



identified with the project, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians; exhibit preparers and installers. Individual artists may not request SCAC funds to pay themselves but may account for 1/2 of match with creative time.

- B. **Outside Fees & Services** - Payments to firms or persons for the services of individuals who are not normally considered employees of applicant but are consultants or the employees of other organizations, whose services are specifically identified with the project. Include artistic directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.
- C. **Space Rental** - Payments specifically identified with the project for rental of office, rehearsal, theatre, hall gallery, and other such spaces.
- D. **Travel** - All costs for travel directly related to the travel of individual or individuals and specifically identified with the project. For transportation not connected with the travel of personnel see, "Remaining Operating Expenses." Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rentals costs, etc. For trucking, shipping, or hauling expenses see "Remaining Operating Expenses."
- E. **Marketing** - All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms which belong under "Personnel" or "Outside Fees and Services." Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink, and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Remaining Operating Expenses."
- F. **Remaining Operating Expenses** - All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under "Travel" and fund-raising expenses.
- G. **Capital Expenditures** - Expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project. May be used only as match.

## Income -

Indicate the income sources specific to the applicant cash match listed under expenses.

- A. **Admissions/Sales** - Revenue derived from the sale of admission, tickets, subscriptions, membership, etc., for events attributable or pro-rated to the project.
- B. **Applicant Cash** - Funds from applicant's present or anticipated resources that applicant plans to provide to proposed project.
- C. **Private Support**
  - Corporate Support** - Cash support derived from contributions given for the project (other than this grant request) by businesses, corporations, and corporate foundations or a proportionate share of such contributions allocated to this project.
  - Foundation Support** - Cash support derived from grants given for this project (other than this grant request) by private foundations, or a proportionate share of such grants allocated to this project.
  - Other Support** - Cash support derived from cash donations allocated to the project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.
- D. **Government Support—Federal** - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the project.
  - Government Support—State/Regional** - Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies or the state government and/or multi-state consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to the project.
  - Government Support—Local** - Cash support derived from grants or appropriations given for this project (other than this grant request) by city, county, in-state regional, and other local government agencies, or a proportionate share of such grants or appropriations allocated to the project.
- E. **Other Revenue** - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
- F. **Total Application Cash**—The total of items A. - E.
- G. **SCAC Grant Request**—Amount requested by applicant from SCAC.
- H. **Total Income**—Total of items F + G. The total cash income should equal the total cash expenses.



## XI. Required Codes

### National Standard For Arts Information Exchange

The National Standard for Arts Information Exchange defines items of information and specifies reports to be used by public arts agencies in their information and reporting systems.

The National Assembly of State Arts Agencies National Information Systems Project, a four-year program funded by the National Endowment for the Arts to improve public arts agency management and to guarantee national compatibility in the collection, organization and exchange of arts information. Federal, state and regional arts agencies are currently developing and implementing information systems based on the National Standard.

The South Carolina Arts Commission is conforming with the National Standard by using these definitions in its programs.

#### A. STATUS

As applicant (individual or organization) or fiscal agent, select one code number which best describes you or your organization.

If applicant is the fiscal agent, select one code number which best describes the benefiting organization.

- |                           |                         |                         |                               |
|---------------------------|-------------------------|-------------------------|-------------------------------|
| 01 Individual             | 04 Governmental—Federal | 07 Governmental—County  | 09 None of the above          |
| 02 Organization—Nonprofit | 05 Government—State     | 08 Government—Municipal | (specify on application form) |
| 03 Organization—Profit    | 06 Government—Regional  |                         |                               |

#### B. INSTITUTION

As applicant (individual or organization) or fiscal agent, select one code number which best describes you or your organization.

If applicant is the fiscal agent, select one code number which best describes the benefiting organization.

- |                                       |                                    |                                      |   |
|---------------------------------------|------------------------------------|--------------------------------------|---|
| <b>INDIVIDUALS</b>                    | 10 Gallery/Exhibition Space        | 23 School—Secondary                  | 36 Senior Citizens' Center                            |
| 01 Individual Artist                  | 11 Cinema                          | 24 School—Voc. Technical             | 37 Parks and Recreation                               |
| 02 Individual—Non-Artist              | 12 Small Press                     | 25 School—Other                      | 38 Govt.—Executive                                    |
|                                       | 13 Literary Magazine               | 26 College/University                | 39 Govt.—Judicial                                     |
| <b>ORGANIZATIONS</b>                  | 14 Fair/Festival                   | 27 Library                           | 40 Govt.—Legislative (House)                          |
| 03 Performing Group                   | 15 Arts Center                     | 28 Historical Soc./Commission        | 41 Govt.—Legislative (Senate)                         |
| 04 Performing Group—<br>College/Univ. | 16 Arts Council/Agency             | 29 Humanities Council/Agency         | 42 Media—Periodical                                   |
| 05 Performing Group—<br>per           | 17 Arts Service Organization       | 30 Foundation                        | 43 Media—Daily Newspaper                              |
| Community                             | 18 Union/Professional Assn.        | 31 Corporation/Business              | 44 Media—Weekly Newspa-                               |
| 06 Performing Group for Youth         | 19 School District                 | 32 Community Service<br>Organization | 45 Media—Radio  |
| 07 Performance Facility               | 20 School Parent-Teachers<br>Assn. | 33 Correctional Institution          | 46 Media—Television                                   |
| 08 Museum—Art                         | 21 School—Elementary               | 34 Health Care Institution           | 47 Cultural Series Organization                       |
| 09 Museum—Other                       | 22 School—Middle                   | 35 Religious Organization            | 48 None of the above (specify<br>on application form) |

#### C. DISCIPLINE

##### Applicant Discipline:

As applicant (individual or organization) or fiscal agent, select one code number and letter which best describes you or your organization's discipline (primary area of work in the arts; if none is primary, select "14 Multi-Disciplinary").

If applicant is the fiscal agent, select one code number and letter which best describes the benefiting organization's discipline.

##### Project Discipline:

Select one code number which best describes the project.

- |                        |                                   |   |                                 |
|------------------------|-----------------------------------|---|---------------------------------|
| 01 Dance               | B. musical theatre                | D. industrial                           | 09 Media Arts                   |
| A. ballet              | 04 Theatre                        | E. interior                             | A. film                         |
| B. ethnic/jazz         | A. theatre-general                | F. landscape architecture               | B. audio                        |
| C. modern              | B. mime                           | G. urban/metropolitan                   | C. video                        |
| 02 Music               | D. puppet                         | 07 Crafts                               | 10 Literature                   |
| A. band                | E. theatre for young<br>audiences | A. clay                                 | A. fiction                      |
| B. chamber             | 05 Visual Arts                    | B. fiber                                | B. nonfiction                   |
| C. choral              | A. experimental                   | C. glass                                | C. playwriting                  |
| D. new                 | B. graphics                       | D. leather                              | D. poetry                       |
| E. ethnic              | D. painting                       | E. metal                                | 11 Interdisciplinary            |
| F. jazz                | F. sculpture                      | F. paper                                | 12 Folk Arts                    |
| G. popular             | 06 Design Arts                    | G. plastic                              | 13 Humanities                   |
| H. solo/recital        | A. architecture                   | H. wood                                 | 14 Multi-disciplinary           |
| I. orchestral          | B. fashion                        | I. mixed media                          | 15. Non arts/Non-<br>humanities |
| 03 Opera/Music Theatre | C. graphic                        | 08 Photography—<br>(include holography) |                                 |
| A. opera               |                                   |   |                                 |



#### D. TYPE OF ACTIVITY (General Support requested should be coded #11)

- |   |  |  |
|---|--|--|
| 01 Acquisition (Expenses for additions to a collection, such as works of art)                             | 11 Institution/Organization Support (general operational support)  | 20 School Residency (artists in residencies primarily in an educational institution)         |
| 02 Audience Services (e.g., busing senior citizens to an arts event, ticket subsidies)                    | 12 Instruction/Class/Lecture (including feature lecture - demonstrations and workshops)  | 21 Other Residency (artists in residencies primarily in other than educational institutions) |
| 03 Award/Fellowship (e.g., individuals)   | 13 Marketing   | 22 Seminar/Conference  |
| 04 Creation of a work of art - include commissions  | 14 Professional Support - Administrative (See definition Personnel - Administrative.)  | 23 Equipment Purchase/Lease/Rental   |
| 05 Concert/Performance/Reading (include production/development)   | 15 Professional Support - Artistic (See definition Personnel - Artistic.)  | 24 Distribution of Art (e.g., films, books, prints include broadcasting)                     |
| 06 Exhibition (include visual arts, film, and video; exhibition development)                              | 16 Recording/Filming/Taping (do not include creating art works or identification documentation for archival or educational purposes (See 04 and 09)) | 25 Apprenticeship/Internship   |
| 07 Facility Construction, Maintenance, Renovation   | 17 Publication (e.g. manuals, books, newsletters)  | 26 Re-granting   |
| 08 Fair/Festival  | 18 Repair/Restoration/Conservation   | 27 Translation   |
| 09 Identification/Documentation (e.g., for archival or education purposes)                                | 19 Research/Planning (include evaluation)  | 28 Writing about Art (criticism)   |
| 10 Institution/Organization/Establishment (for creation or development of a new institution/organization) |  | 29 Other   |

NOTE: Capital improvements (construction or renovation), purchase of equipment or real property are not allowable as part of S.C. Arts Commission grant request.

#### E. PROJECT TYPE

##### GROUP I

Select one out of the three below which best describes you or your organization's project type. (If applicant is a fiscal agent for a benefiting organization, select one code number which best describes the proposal of the benefiting organization.)

1. Presenting/Sponsoring - grants (or the dollar equivalent of direct services) to sponsors/presenters for the engagement and presentation to the general public of artists, and of exhibitions, readings, screenings, etc., produced elsewhere. (Do not include general support grants where a small or indeterminate portion goes for presenting.)
2. Touring - grants (or the dollar equivalent of direct services) to arts producing organizations and artists which primarily support performance or exhibition tours, residencies in which public performance is the major element, readings, screenings, and similar activities resulting in the movement of art works and artists for the benefit of audiences in different geographic areas. (Do not include general support grants where a small or indeterminate portion goes for touring.)
3. None of the above.

##### GROUP II

Select one out of the three below which best describes you or your organization's project type. (If applicant is a fiscal agent for a benefiting organization, select one code number which best describes the proposal of the benefiting organization.)

4. Arts Education - any organized and systematic educational effort with the primary goal of increasing knowledge of the arts or skills in the arts.
  - A. arts education - K-12
  - B. arts education - higher education
5. Arts in Education - any organized and systematic educational effort which uses the arts to teach non-arts subjects.
6. None of the above.

## XII. Statement of Assurances

Please read the statement of assurances carefully. Item #3 does not apply for individuals

- Applicant/Authorized Official Signature - Name of the person with authority to legally obligate Applicant. If the Applicant is serving as a fiscal agent to a Benefiting Organization the Applicant must also provide a formal signed agreement with the Benefiting Organization, which outlines the responsibilities of both parties.
- Witness Signature - All applicants signatures must be witnessed.
- Benefiting Organization Authorized Official Signature - Name of the person with authority to legally obligate the benefiting organization.



# GRANT CHECKLIST/COVER PAGE

As part of a complete application, a checklist of materials required in all applications is provided. Please use this list as a final check for your application's completeness before mailing. Check appropriate boxes.

This cover page/checklist *must* be submitted with the original application only. No other cover letter is necessary.

Applicants are encouraged to keep a personal copy of all the materials they send to the Commission.

Applicants should submit one original set and stated additional collated sets of the following for staff and panel review. Please organize materials in the order below:

ORGANIZATIONS	ARTISTS
<b>GENERAL SUPPORT AND PROJECT SUPPORT</b> (Original + 8 Collated Copies) <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Operating Budgets (General Support only)</li> <li><input type="checkbox"/> Project Budgets (Project Support only)</li> <li><input type="checkbox"/> List of Staff Positions (General Support only)</li> <li><input type="checkbox"/> Artistic &amp; Administrative Staff Resumes</li> <li><input type="checkbox"/> Program Schedules (General Support only)</li> </ul> (1 copy only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Directors</li> <li><input type="checkbox"/> Copy of IRS tax exemption letter</li> <li><input type="checkbox"/> By-Laws</li> <li><input type="checkbox"/> Appropriate Support Material (tapes, slides, etc.)</li> </ul> In Addition Include: <ul style="list-style-type: none"> <li><input type="checkbox"/> 12 copies of Application Form</li> <li><input type="checkbox"/> Letter of Agreement with Fiscal Agent (if Applicable)</li> </ul>	<b>PROJECT SUPPORT</b> (original only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form (+ 1 copy)</li> <li><input type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Project Budget</li> <li><input type="checkbox"/> Resume(s)</li> <li><input type="checkbox"/> Work Examples (slides, tapes, etc.)</li> </ul>
	<b>FELLOWSHIPS</b> (original only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Support Material for Appropriate Discipline (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Literature/Prose</li> <li><input type="checkbox"/> Literature/Poetry</li> <li><input type="checkbox"/> Music Performance</li> <li><input type="checkbox"/> Visual Arts</li> <li><input type="checkbox"/> Crafts</li> </ul> </li> </ul>
<b>QUARTERLY GRANTS</b>	
<b>ORGANIZATIONS</b> (Original + 5 Collated Copies) <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form (original signatures on original form only)</li> <li><input type="checkbox"/> Project Narrative</li> <li><input type="checkbox"/> Project Budget</li> <li><input type="checkbox"/> Artistic &amp; Administrative Staff Resumes</li> </ul> (1 copy only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Directors</li> <li><input type="checkbox"/> Copy of IRS tax exemption letter</li> <li><input type="checkbox"/> By-Laws</li> <li><input type="checkbox"/> Appropriate Support Material</li> </ul>	<b>ARTISTS</b> (original only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form (+ 1 copy)</li> <li><input type="checkbox"/> Project Narrative</li> <li><input type="checkbox"/> Project Budget</li> <li><input type="checkbox"/> Resume(s)</li> <li><input type="checkbox"/> Work Examples (slides, tapes, etc.)</li> </ul>

Application must be signed by person authorized to obligate the applicant organization. (i.e. President, Director, Principal, etc.). Original signatures must be on original application form.



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South Carolina Arts Commission  
1800 Gervais Street, Columbia, S.C. 29201  
(803) 734-8696

Application must be submitted on this form and must be typed.

# FELLOWSHIP APPLICATION

I. Applicant name, address, zip:

Phone (day): \_\_\_\_\_  
(evening): \_\_\_\_\_

II. Discipline (check one):

- ☐ Visual Arts  
☐ Crafts  
☐ Literature/Prose      ☐ Poetry  
☐ Music Performance

Medium \_\_\_\_\_  
(eg. fibers, xylophone, printmaking, etc.)

III. Social Security Number:

\_\_\_\_\_

IV. Artist's career summary or background. List other fellowships or artist support grants that you have received, or applied for.

V. Assurance:

I hereby certify that all statements in this application form and all supporting materials are true and correct. I am in compliance with stated eligibility requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Mail complete application and support materials to: Grants Office  
Fellowship Program  
South Carolina Arts Commission  
1800 Gervais Street  
Columbia, S.C. 29201

(OVER)



#### IV. Identification of Support Materials:

List support materials (slides, writing samples, tapes, videos, etc) below. Include appropriate information about your work. Please refer to required support materials in guidelines.

**Note:** Your materials should be numbered and marked, as requested. See pages 17-18.

	Title of Work	Medium, Process	Date of Work or Performance	Dimensions, Duration or No. of Pgs.
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
6.	_____			
7.	_____			
8.	_____			
9.	_____			
10.	_____			
11.	_____			
12.	_____			
13.	_____			
14.	_____			
15.	_____			
16.	_____			
17.	_____			
18.	_____			

\_\_\_\_\_ I want my support materials returned. I am enclosing the required stamped self-addressed mailing envelope. Materials sent without return postage will be discarded 90 days following announcement of awards.

**Note:** If literary applicant, indicate with asterisks, if work listed is published.

#### FOR SCAC USE ONLY

AP STATUS	_____	TYPE OF ACT	_____	GRANT#	_____
AP INSTITUTION	_____	PROJECT TYPE	_____		
CONG. DIST.	_____				
PROJ. DISC	_____				



South Carolina Arts Commission  
1800 Gervais Street, Columbia, S.C. 29201  
(803) 734-8696

Application must be submitted on this form and must be typed.  
Photocopies are permitted.

# GRANT APPLICATION

**I. Applicant/Organization (name, address, zip):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Fax: \_\_\_\_\_

County: \_\_\_\_\_

(If Applicant is Fiscal Agent enter Benefiting Organization Name,  
Address, Zip, Contact and Phone# below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Employer I.D. Number**

(Organization): \_\_\_\_\_

OR

Social Security Number

(Individual): \_\_\_\_\_

**III. Category under which support is re-  
quested: (Submit a separate application  
for each category checked)**

☐ General Support (Arts Organizations)

\_\_\_\_ One Year \_\_\_\_ Two Year

☐ General Support (Arts Councils)

\_\_\_\_ One Year \_\_\_\_ Two Year

☐ Project Organization

☐ Artist Project

\_\_\_\_ Two Year (Media Only)

☐ Quarterly Grants

(Organizations and Individuals)

**IV. Panel Selection:**

☐ Arts Council

☐ Theatre

☐ Dance

☐ Multi-Discipline\*

☐ Media

☐ Literary

☐ Music

☐ Visual/Crafts

☐ Presenter

\* Projects Only

**V. Grant Request:**

\$ \_\_\_\_\_

Application Match:

\$ \_\_\_\_\_

**VI. Period of Support Requested:**  
(See earliest beginning date  
on Application Calender)

Starting \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Ending \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**VII. Organization Operating Budget**

Most recently completed fiscal yr.

Current year

1. Expenses

\$ \_\_\_\_\_

\$ \_\_\_\_\_

2. Income

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**VIII. Summary of proposal (Complete in Space Provided. NOTE: Applicants in the General Support  
category may simply list "General Support" in space below.**

Project Title: \_\_\_\_\_

**IX. Applicant was advised by:** \_\_\_\_\_ (SCAC Staff)



# X. Summary of Detailed Project Budget

Round expenses and income to nearest dollar. Refer to page 43 for Budget definitions. If budget item does not apply to your project enter N/A next to item.

EXPENSES —	1 SCAC Grant Request	+	2 Applicant Cash Match	=	3 Total Cash Expenses	INCOME —	
A. Personnel						A. Admissions/Sales	\$ _____
* Administrative	\$ _____		\$ _____		\$ _____	B. Applicant Cash	_____
* Artistic	_____		_____		_____	C. Private Support	_____
* Technical/Production	_____		_____		_____	Corporate	_____
B. Outside Fees & Services	_____		_____		_____	Foundation	_____
C. Space Rental	_____		_____		_____	Other	_____
D. Travel	_____		_____		_____	D. Government Support	
E. Marketing	_____		_____		_____	Federal	_____
F. Remaining Operating Expenses	_____		_____		_____	*State	_____
G. Capital Expenditures	NA		_____		_____	Other	_____
Column Totals	\$ _____	+	\$ _____	=	\$ _____	E. Other Revenue	_____
						F. TOTAL APPLICANT CASH	\$ _____
						(A. - E.)	
						G. SCAC Grant Request	_____
						H. Total Income	
						(F. + G.) =	\$ _____

\* Individual Artists - Up to one half of the cash match may be accounted for by the cash value of applicant artists creative time or technical/production time. How the value of this time has been calculated must be included in the detailed project budget.

\* Do Not List SCAC grant request here.

# XI. Required Codes: Indicate one code for each category. See National Standard Coding descriptions on page 45. Please indicate subcodes for applicant disciplines.

Applicant Codes:	CODE#	NAME	Project Codes:	CODE#	NAME
A. Status	_____	_____	C. Project Discipline	_____	_____
B. Institution	_____	_____	D. Type of Activity	_____	_____
C. Discipline	_____	_____	E. Project Type:		
			Group I	_____	_____
			Group II	_____	_____
* Benefiting Organization:					
A. Status	_____	_____			
B. Institution	_____	_____			
C. Discipline	_____	_____			

\* Complete only if fiscal agent is applicant

# XII. Statement of Assurances:

The applicant represents and warrants to the Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The applicant and any organization that it assists will comply with Title VI of the Civil Rights Act of 1964, Section 504 of Title V of the Rehabilitation Act of 1973, the South Carolina Freedom of Information Act of 1978; and (where applicable) Title IX of the Education Amendments of 1972, and applicable State of South Carolina laws when conducting any program activity for which the applicant receives financial assistance from the Commission.
3. The filing of this application and signature have been authorized by the governing body of the applicant. (NOT APPLICABLE for Individuals.)
4. The applicant will expend funds received as a result of this application solely for the described projects and programs.
5. The required enclosures listed on the cover page accompany this submission.
6. The applicant is in compliance with stated eligibility requirements.

The applicant certifies that the information herein and all attachments and supporting materials are true and correct.

By: \_\_\_\_\_  
Applicant/Authorized Official Signature

Witness: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Typed Name and Title

Note: If an organization is applying for a grant through a fiscal agent organization, the authorized official of the fiscal agent organization must sign the application as "Applicant" above. Benefiting Organization's Authorized Official should sign below.

By: \_\_\_\_\_  
Benefiting Organization /Authorized Official Signature

\_\_\_\_\_  
Typed Name and Title



# PANELIST NOMINATION FORM

Please provide the following information for each individual nominated to serve.  
See page 51 for list of panels.

YOUR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

NAME OF PERSON YOU WISH TO NOMINATE: (Self-nominations accepted)

☐ MR. ☐ MRS. ☐ MISS ☐ MS. ☐ DR. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COUNTY OF RESIDENCE: \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ RACE: \_\_\_\_\_

GRANT DISCIPLINE PANEL(S): \_\_\_\_\_

REASON FOR NOMINATION: \_\_\_\_\_

A brief resume should be submitted for each person nominated.



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# ORDER FORM:

## REQUEST FOR PROGRAM INFORMATION

Please send information on the Arts Commission programs checked below:

- |   |   |
|---|---|
| <input type="checkbox"/> Approved Artist Roster                 | <input type="checkbox"/> Local Government*            |
| <input type="checkbox"/> Arts Education Initiatives             | <input type="checkbox"/> Special Projects*            |
| <input type="checkbox"/> Design Arts                            | <input type="checkbox"/> Tourism*                     |
| <input type="checkbox"/> Multi-Cultural Grants                  | <input type="checkbox"/> Media Arts Center            |
| <input type="checkbox"/> Rural Arts                             | <input type="checkbox"/> Mobile Art Studios           |
| <input type="checkbox"/> Community Tour                         | <input type="checkbox"/> NewView                      |
| <input type="checkbox"/> Dance on Tour                          | <input type="checkbox"/> Verner Awards                |
| <input type="checkbox"/> New Works                              | <input type="checkbox"/> Percent for Art*             |
| <input type="checkbox"/> Guest Choreographer/Director           | <input type="checkbox"/> Slide Registry               |
| <input type="checkbox"/> Fiction Project                        | <input type="checkbox"/> Southern Circuit             |
| <input type="checkbox"/> Art in Public Places*                  | <input type="checkbox"/> State Art Collection         |
| <input type="checkbox"/> Business and the Arts *                | <input type="checkbox"/> Writers Forum                |
| <input type="checkbox"/> Cultural Visions for Rural Communities | <input type="checkbox"/> Southeastern Media Institute |
| <input type="checkbox"/> Arts Accessibility*                    | <input type="checkbox"/> Exhibitions                  |
| <input type="checkbox"/> Economic Development*                  | <input type="checkbox"/> Showcase                     |
| <input type="checkbox"/> Folk Arts                              |   |

Name of Individual \_\_\_\_\_ (If Artist List Discipline) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

☐ Please add me to your mail list to receive agency newspaper, Artifacts.

\* Technical assistance only.



REQUEST FOR PROGRAM INFORMATION

Please send information on the Arts Commission programs checked below:

- |   |   |
|---|---|
| <input type="checkbox"/> Local Government*            | <input type="checkbox"/> Approved Artist Roster                 |
| <input type="checkbox"/> Special Projects*            | <input type="checkbox"/> Arts Education Initiatives             |
| <input type="checkbox"/> Tourism*                     | <input type="checkbox"/> Design Arts                            |
| <input type="checkbox"/> Media Arts Center            | <input type="checkbox"/> Multi-Cultural Gains                   |
| <input type="checkbox"/> Mobile Art Studios           | <input type="checkbox"/> Rural Arts                             |
| <input type="checkbox"/> NewView                      | <input type="checkbox"/> Community Tour                         |
| <input type="checkbox"/> Verner Awards                | <input type="checkbox"/> Dance on Tour                          |
| <input type="checkbox"/> Percent for Art*             | <input type="checkbox"/> New Works                              |
| <input type="checkbox"/> Slide Registry               | <input type="checkbox"/> Guest Choreographer/Director           |
| <input type="checkbox"/> Southern Circuit             | <input type="checkbox"/> Fiction Project                        |
| <input type="checkbox"/> State Art Collection         | <input type="checkbox"/> Art in Public Places*                  |
| <input type="checkbox"/> Writers Forum                | <input type="checkbox"/> Business and the Arts*                 |
| <input type="checkbox"/> Southeastern Media Institute | <input type="checkbox"/> Cultural Visions for Rural Communities |
| <input type="checkbox"/> Exhibitions                  | <input type="checkbox"/> Arts Accessibility*                    |
| <input type="checkbox"/> Showcase                     | <input type="checkbox"/> Economic Development*                  |
|   | <input type="checkbox"/> Folk Arts                              |

Name of Individual \_\_\_\_\_  
(If Artist List Desired)  
Name of Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Telephone \_\_\_\_\_

☐ Please add me to your mail list to receive agency newspaper, articles.

\* Technical assistance only.



# GRANT GUIDELINE EVALUATION

By taking the time to fill out and mail in this evaluation, you will help us make future grant guidelines easier to use. It is just as important to know what is working well as to know what we can improve. When complete, send this evaluation to: GRANTS OFFICE, South Carolina Arts Commission, 1800 Gervais Street, Columbia, SC 29201.

Are you an: \_\_\_\_\_ artist \_\_\_\_\_ representing an organization or \_\_\_\_\_ other?

How did you obtain a grant book?

- ☐ Received in the mail
- ☐ Grant workshop
- ☐ Requested one (please explain where you heard about it)
- ☐ Other, explain

Do you prefer having all SC Arts Commission grant information contained in one book?

- ☐ YES    ☐ NO. Please comment.

Do you prefer to have deadlines listed \_\_\_\_\_ by date or \_\_\_\_\_ by program or \_\_\_\_\_ both? Please comment.

Rate the following easy (1) difficult (4):

- |   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | Finding the information you needed                          |
| 1 | 2 | 3 | 4 | Ease of reading type size                                   |
| 1 | 2 | 3 | 4 | Quality of paper for typing applications                    |
| 1 | 2 | 3 | 4 | Ability to understand guidelines, policies, and terminology |
| 1 | 2 | 3 | 4 | Ability to understand questions on application form         |

Please comment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





0 01 01 0225005 6

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By taking the time to fill out and mail in this evaluation, you will help us make future grant guidelines easier to use. It is just as important to know what is working well as to know what we can improve. When complete, send this evaluation to: GRANTS OFFICE, South Carolina Arts Commission, 1800 Garvey Street, Columbia, SC 29201.

Are you an \_\_\_\_\_ artist \_\_\_\_\_ representing an organization or \_\_\_\_\_ other?

How did you obtain a grant book?

☐ Received in the mail

☐ Grant workshop

☐ Requested one (please explain where you heard about it)

☐ Other, explain \_\_\_\_\_

Do you prefer having all SC Arts Commission grant information contained in one book?

☐ YES ☐ NO. Please comment \_\_\_\_\_

Do you prefer to have deadlines listed \_\_\_\_\_ by date or \_\_\_\_\_ by program or \_\_\_\_\_ both? Please comment \_\_\_\_\_

Rate the following easy (1) difficult (4):

1	2	3	4	Finding the information you needed
1	2	3	4	Size of reading type size
1	2	3	4	Quality of paper for typing applications
1	2	3	4	Ability to understand guidelines, policies, and terminology
1	2	3	4	Ability to understand questions on application form

Please comment \_\_\_\_\_

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South Carolina Arts Commission  
1800 Gervais Street  
Columbia, South Carolina 29201

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